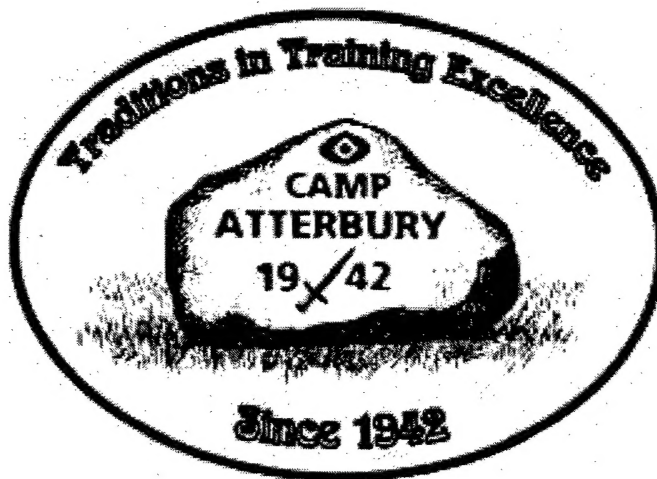


CAMP ATTERBURY INDIANA

1 March 2002



MOBILIZATION INFORMATION PACKET

2002-2003

DISTRIBUTION STATEMENT A
Approved for Public Release
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PLANNING

"In preparing for battle I always found that plans are useless, but, planning is indispensable."

**Dwight D. Eisenhower
(1890-1969)**

U.S. General, Politician, President.

ONE OF HIS FAVORATE MAXIMS

INTERNET DOCUMENT INFORMATION FORM

A. Report Title: Camp Atterbury Indiana Mobilization Information Packet

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**C. Report's Point of Contact: Headquarters Camp Atterbury
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The foregoing information should exactly correspond to the Title, Report Number, and the Date on the accompanying report document. If there are mismatches, or other questions, contact the above OCA Representative for resolution.

HEADQUARTERS, CAMP ATTERBURY

Maneuver Training Center
Edinburgh, Indiana 46124-1096

CA-DPTM (500-5a)

1 March 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Camp Atterbury Mobilization Information Packet 2002-2003

1. The Camp Atterbury Mobilization Information Packet (CAMIP) is published to provide planning guidance for Reserve Component (RC) unit commanders mobilizing at Camp Atterbury. This document complies with guidance contained in FORSCOM Regulations 500-3-1 and 500-3-3.
2. Pre-mobilization planning is the key to a successful transition from reserve component to active status. Pre-processing of personnel and financial records protects the service member and his or her family, following deployment. It is also important to note the vital role the Advance Party plays in processing your unit at Camp Atterbury.
3. This document will be updated and published annually. Users are invited to send comments and suggested improvements to Commander, Camp Atterbury Maneuver Training Center, ATTN: CA-DPTM-MOB (Bldg. 610), Edinburgh, IN 46124-1096.
4. Camp Atterbury POC is the Mobilization Planner at CML (812) 526-1600 or DSN 569-2600, FAX CML (812) 526-1627 or FAX DSN 569-2627.

FOR THE COMMANDER:

Encl
as

\\SIGNED\\
BARRY L. RICHMOND
LTC, EN, INARNG
Director of Plans, Training, and
Mobilization

AQM03-07-2020

CA-DPTM

SUBJECT: Camp Atterbury mobilization Information Packet 2002-2003

DISTRIBUTION:

All RC "BASELINE" units scheduled to mobilize at Camp Atterbury
CA Directors and Special Staff

CF:

MDI-OT-M

MAT

Ft Knox

1st US Army

FORSCOM

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CHAPTER 1

GENERAL

POC: Mobilization Planner, Camp Atterbury, Mobilization Division, Building 610

LOCATION: Building 610 Gatling Street (North of PX)

TEL: CML (812) 526-1600/1601/1602 DSN: 569-2600/2601/2602

FAX: CML (812) 526-1627 DSN: 569-2627

SECURE VOICE: Extension 1616 **SECURE FAX:** Extension 1627

1-1. PURPOSE. This Camp Atterbury Mobilization Information Packet (CAMIP) summarizes essential elements of information to assist the Reserve Component (RC) Unit Commander in preparing their mobilized unit during Phases IV and V Mobilization Station and Port of Embarkation (POE).

1-2. OVERVIEW. In the event Camp Atterbury is called upon to support the mobilization and deployment of RC forces, Camp Atterbury assumes responsibility for **RECEIVING, HOUSING, SUPPORTING, REDISTRIBUTING RESOURCES, TRAINING, VALIDATING, AND DEPLOYING** mobilized RC units.

1-3. MOBILIZATION CONCEPT. Prior to and during mobilization at Home Station, RC units update their mobilization files and personnel records. The unit Advance Party will depart Home Station first and should arrive at Camp Atterbury a minimum of 8 hours and no more than 48 hours before the Main Body departs from Home Station to Atterbury. When the Advance Party arrives with required and current documents, they will in-process at the Mobilized Unit In-processing Center (MUIC) located in Building 601. The Emergency Operations Center (EOC) located in Building 610 will coordinate Main Body arrival with Advance Party. The Advance Party will meet the Main Body at the assigned gate on the time and date specified, move to assigned areas, and begin preparation for deployment.

1-4. SEQUENCE OF EVENTS.

a. PHASE I - Planning.

(1) Units.

(a). Annually. Conduct personnel screening, maintain soldier readiness standards, update unit mob files, personnel logistical and training records (for guidance see FORSCOM Reg 500-3-3), review and update mobilization planning documents (alert procedures, convoy movement, mob station coordination visit, etc).

(b) Triennially. Attend the Camp Atterbury Triennial Coordination Conference. Scheduled annually, the first Saturday in March. Unit representatives are briefed and on their way home by 1400.

(2). Mobilization Station. The Mobilization Division located in Building 610 is the primary Point Of Contact (POC) for mobilization planning and is staffed by several full time personnel. They are available to answer unit questions regarding mobilization; coordinate movement plans, provide welcome packets, arrange commander's visits and provide guidance and assistance to the Camp Atterbury Directorate and Special Staff. Once a call-up is authorized Building 610 becomes the EOC and is the control point for arrival of the Advance Party and unit Main Body.

(a). Annually. Coordinate mobilization planning requirements with the appropriate CONUSA, STARC and RSC and other agencies as required. Plan and conduct a Mobilization Coordination Conference. Provide "Baseline" units with a training circular that provides attendance, registration and billeting information for unit representatives.

(b). Triennially. Update and publish the Camp Atterbury Mobilization Plan (CAMP). Coordinate a Mobilization Brief for the 1st US Army Commander. Update and provide RC units with a mobilization information packet to include.

1. Maps and overlays showing proposed billeting space, unit training areas and facilities.

2. Installation administrative, logistic, and security instruction and regulations, updated to reflect possible wartime conditions.

3. Sample copies of completed forms and reports identified in Annex G, FORSCOM Reg 500-3-3.

b. **PHASE II - Alert.** Includes those actions taken by a unit following receipt of the official alert or mobilization order and ends with arrival of the unit at HS.

c. **PHASE III - Home Station.** During this phase actions include inventory of individual and unit property; departure of Advance Party to MS, unit and individual preparation for movement to MS, departure of Main Body and arrival at MS. For planning, units should allow two days for HS processing and one day for travel to MS in most cases.

c. **PHASE IV - Mobilization Site.** Advance Party arrives at the MUIC for initial assessment. Soon after, unit Main Body arrives at Camp Atterbury, initial assessment is completed. The unit begins Soldier Readiness Processing (SRP), vehicles are inspected, post mobilization training is conducted, deployment preparation is finalized, and ultimately a validation of the unit for deployment is provided to FORSCOM to begin arrangements for movement.

d. **PHASE V - Port of Embarkation.** This phase begins with the departure of the unit from Camp Atterbury. It encompasses all those activities at the Seaport of Embarkation (SPOE) and Airport of Embarkation (APOE). These activities include the loading of equipment as well as manifesting and loading personnel. Normally the first leg of deployment is shipping equipment from Camp Atterbury. Camp Atterbury furnishes a Departure Rail Control Group (DRCG) to ensure equipment is properly marshaled, and loaded. All rail cars are inspected before departure. Camp Atterbury provides a Departure Air Control Group (DACG) at the APOE for supporting unit air deployments of personnel and equipment.

1-5. COMMAND AND CONTROL.

a. Once the unit arrives at the MS, it falls under the command of the MS commander.

b. If the unit is a Separate Brigade or commanded by a General Officer, Command and Control will remain with 1st US Army.

c. Subject to any limitations imposed in the attachment order, the gaining commander will exercise the same degree of C² as would be exercised over units and soldiers assigned or organic to the command.

d. Courts-Martial/UCMJ.

(1) Battalion Commanders will exercise Summary court-martial convening authority (must be reflected in unit's Permanent Orders). Unit's attached to Battalions where the Commander exercises Summary courts-martial convening authority will be subject to UCMJ authority.

(2) Divisional and Brigade Commanders will exercise Special court-martial's authority convening authority (required in unit's Permanent Orders).

(3) Fragment units attached to brigades where the Commander exercises Special court-martial's authority. In the event a brigade sized unit deploys and leaves subordinates' units/elements behind; those subordinate units/elements will be attached to another unit where the Commander exercises Special courts-martial convening authority for UCMJ purposes.

1-6. Postmobilization Operations. Camp Atterbury divides the process of In-processing and deploying units into four action areas: (1) Arrival at the Mobilization Station; (2) Upgrading of Readiness; (3) Processing for Overseas Movement (POM); and (4) Deployment. While there are four distinct action areas, they may be conducted simultaneously.

a. Arrival at the Mobilization Station (Advance Party and Main Body).

(1). Advance Party. Upon arrival, the Unit's Advance Party will enter through the main gate. The Advance Party will **FIRST** report to, and process through, the **MUIC**. Information on what to turn in can be found in Annex G, FORSCOM REG 500-3-3 (RC Unit Commander's Handbook).

(2). Main Body Arrival.

(a). Convoy Reception Plan. All convoys arriving at Camp Atterbury will enter at the Durbin Street gate E-5, unless directed otherwise.

(b). Times and gates must be adhered to in order to preclude traffic congestion.

(c). Unit closure will be at the "AA" UIC (XXXXAA) level and consolidate all subordinate companies prior to their entrance through the designated gate. Exceptions to "AA" unit closure will be coordinated and approved when the unit's Advance Party processes through the MUIC.

(d). Convoy marshaling locations will be assigned before units depart HS.

(e). The Main Body of each unit will meet a guide from their Advance Party at the gate and time assigned, move to the marshaling area then on to assembly and billeting areas, as appropriate.

(f) Commercial Bus Reception.

1 Commercial busses transporting troops will turn off U.S. Route 31 at Hospital Road and enter the installation at the Main Gate Eggleston Street.

2 A guide from the units Advance Party will meet and escort busses to the Bus Control Point and on to the unit area.

b. Upgrading of Readiness. During this phase the unit begins the process of building itself into an effective fighting force. The unit can expect to be doing everything at once, with long days, mixed with a great deal of aggravation. While in this phase the unit will be processing through the Soldier Readiness Processing Center (SRP), conducting unit and individual training and equipment/personnel redistribution, while being validated for deployment. These represent only the major areas. Leave and passes may or may not be allowed depending on the unit's preparedness for deployment, and deployment date. Once again, how well the unit conducts pre-planning now, will be the biggest factor that affects how well this phase is completed.

c. Validation.

(1). Validation is a command function. It is a process that evaluates all deploying Active and RC units in the areas of personnel, logistics and training. Its purpose is to give deploying units a last minute check to determine the unit's capability to perform its assigned wartime mission prior to deployment. Validation also ensures that a unit not meeting the minimum deployability criteria is not deployed without the approval of the supported CINC.

(2). The Camp Atterbury Commander is responsible for validating all units except General Officer Commands (GOCOM's) mobilizing at Camp Atterbury. The 1st US Army Commander will validate GOCOM's.

(3). The Installation Commander and staff will provide assistance and make recommendations for subordinate units respective to the GOCOM.

(4). Validation will be conducted in five phases at Camp Atterbury.

(a). Initial Assessment. This begins at the MUIC. The unit Advance Party will be assigned a unit sponsor from the Camp Atterbury Mobilization Assistance Team (MAT). The MAT sponsor will screen and conduct an initial interview with the unit representatives. Based on information obtained, and within 24 hours of the unit's Main Body arrival, an "Initial Assessment Report" is prepared and submitted for the unit. The initial assessment report triggers the validation process.

(b). Training Evaluation. The unit sponsor will continually assess and provide feedback through the MAT to the EOC on the unit's training progress and or deployability status. Some of the things the MAT representative and the MAT itself will be checking on are as follows.

1. The team will conduct interviews with the unit regularly, and conduct spot checks to determine deployability.

2. Unit records will be reviewed to determine administrative and equipment preparedness.

(c). Personnel. Validate that unit members are prepared for overseas movement.

(d). Supplies and equipment. Validate that the unit has been issued enough serviceable supplies and equipment to accomplish its mission. Equipment status will be determined by reviewing the unit's material condition reports. The validating officer, in coordination with the unit, will determine what quantity of each item is needed for the unit to accomplish its wartime mission.

1. Chemical Defense Equipment (CDE). Units short minimum CDE IAW AR 700-2 will be declared non-deployable for that reason and reported to FORSCOM.

2. Other possible considerations. Can personnel operate equipment and weapon systems, are personnel for command and control adequate, MOS qualifications, small arms qualification.

(e). Final Assessment. The unit sponsor will submit a final assessment to the MAT S3 when the unit has achieved deployability or if deployability can not be accomplished.

1. Validation Recommendation. Upon receipt of the final assessment from the unit sponsor, consideration of the assessment will be given by the Internal Assessment Committee resulting in a final recommendation to the Validation Committee.

2. Final Validation. Approximately six days prior to unit deployment, the Camp Atterbury Validation Committee will review the final validation recommendation, consider and forward a final recommendation to the approving authority.

3. Units not meeting the minimum deployability criteria will not be validated and deployed without approval of the supported theater CINC.

d. Deployment. Deployment of personnel and equipment will, in most cases, be conducted independently. Apart from a few select units, equipment will be prepared and staged for shipment while at Camp Atterbury, delivered to the Port of Embarkation (POE) by unit personnel or commercial carrier and shipped. Personnel will be bused to the Air-POE and flown to their destination. Personnel may be delayed until the equipment closes or is about to close the port in theater.

1-7. WEATHER SUPPORT. Weather information to support operations will be requested through the Camp Atterbury Emergency Operations Center (EOC). EOC phone numbers are, DSN 569-2616 or CML (812) 526-1616.

1-8. MAP SUPPORT.

a. Camp Atterbury maps will be requested through DOL.

b. Deployment Theater Maps. WARTRACE headquarters are responsible for providing theater map support. Map requests will be submitted accordingly to unit's WARTRACE headquarters.

1-9. INSTALLATION SUPPORT MISSIONS. Some mobilized units may be involved in installation support if they are late deployers. All support roles will be tasked consistent with the mobilized unit's capability and preparation for scheduled deployment.

1-10. EMERGENCY OPERATIONS CENTER. Upon activation and mobilization of Camp Atterbury, the Camp Atterbury EOC, located in Building 610, is activated. The EOC becomes the mobilization and deployment command center, coordinating the arrival, preparation for deployment, and deployment of all equipment and personnel departing from Camp

Atterbury. MUIC personnel will notify the EOC and the EOC will submit Advance Party arrival, and Main Body arrival/Unit Departure to 1st US Army and FORSCOM.

1-11. Unit Support of Installation Operations.

a. During the initial stages of Camp Atterbury's mobilization, extensive support may be required to go from a State Operated Mobilization Station (SOMS) to a FORSCOM Installation. IAW FORSCOM REG 500-3-1, we can select and utilize early mobilizing - late deploying units for interim installation support to units mobilizing at Camp Atterbury. For planning purposes the RC units scheduled to mobilize at Camp Atterbury can be divided into three categories.

(1) Non-deployable single mission support/tenant (TOE and TDA) units.

(2) Deployable TOE units with an initial mission to provide mission related support to the installation. Late deploying units may be utilized in an installation support role pending the establishment of an adequate installation support base. These units must be released from their support role in time to meet their deployment dates. These priorities may change with succeeding revisions to the FORSCOM MPES, precluding their utilization as support units.

(3) Deployable units without a designated Date Ready to Load (DRL) will be available to provide installation support until deployment instructions are received.

b. Deploying units that ship their equipment early, with a personnel DRL thirty days later, may have personnel available for job related installation support to enhance MOS readiness and concurrently assist in the support functions per Camp Atterbury MOBTDA.

c. Units that are assigned to Camp Atterbury as deployable units only, may also have installation support responsibilities.

1-12. Camp Atterbury Regulations.

a. While there is no requirement for RCUs to maintain MS publications, ordering them now can save time.

b. Units should order the current CA Circular 310-1 which includes a form to request regulations needed prior to mobilization

1-13. Triennial Mobilization Conferences.

a. Triennial Mobilization Conferences are required by FORSCOM Reg 500-3-1. All conferences will be held at Camp Atterbury. The Mobilization Division will publish the date and time of conferences and will encourage those units that have not attended a conference in the preceding three years to do so.

b. Unit Commanders, SGMs, 1SGs, and the Unit's MOB Planner are highly encouraged to attend. This is your time to ask questions and coordinate with the Camp Atterbury Directors and Special Staff. Please call ahead to make an appointment to insure the Mobilization Plans Division has the latest information on your unit.

1-14. Distribution. This Mobilization Information Packet will be forwarded to mobilization entities and subordinate units required to maintain a mobilization file IAW FORSCOM Regulation 500-3-3. Reproduction is authorized.

1-15. Telephone Numbers for Camp Atterbury.

Camp Atterbury Switchboard: Area Code: 812 (526)-1499

Switchboard DSN Exchange Prefix 569-2499

CHAPTER 2

MOBILIZATION LEVEL APPLICATION SOFTWARE (MOBLAS)

POC: Chief, Mobilization Division, Director of Plans, Training, Mobilization and Security

TEL: CML (812) 526-1601/1602 DSN 569-2601/2602 (Automation NCO)

FAX: CML (812) 526-1627 DSN 569-2627

2-1. PURPOSE. MOBLAS provides the MS with the capability to electronically receive USAR and ARNG unit and individual data. The data is used to automate the mobilization process. This includes Soldier Readiness Processing (SRP). To provide procedures for transmitting unit data electronically to Camp Atterbury via MOBLAS.

2-2, GENERAL.

a. Present Status. Only limited unit and individual data is provided by the STARC or USARC to conduct SRP. Once downloaded, during SRP as soldiers process, all changes and corrections are added (live update).

b. Future: Enhance MOBLAS to include all aspects of the mobilization process for personnel, training, and logistics with the ability to interface with RCAS and Joint, and Army STAMIS's.

CHAPTER 3

RC UNIT IN-PROCESSING

POC: Chief, Mobilization Division, Director of Plans, Training, Mobilization and Security

TEL: CML (812) 526-1600 DSN: 569-2600

FAX: CML (812) 526-1627 DSN: 569-2627

3-1. PURPOSE. To provide guidance for in-processing of mobilized RC units arriving at Camp Atterbury.

3-2. ASSUMPTIONS.

a. MUIC. In-processing procedures will be completed within four to eight hours after the arrival of the RC unit Advance Party

b. The MUIC is not responsible for In-processing individuals.

3-3. UNIT RESPONSIBILITIES. The unit must provide a knowledgeable Advance Party and the required documentation to facilitate In-processing. The Advance Party will be scheduled to report to the MUIC a minimum of eight hours before the Main Body.

a. Advance Party Responsibilities.

(1) Report to the MUIC and furnish required documents in order to In-process the unit. Annex G, FORSCOM Regulation 500-3-3 (RC Unit Commander's Handbook) specifies all mobilization documents to accompany the RC unit. **Updated, accurate, and complete documents are necessary in order to expeditiously In-process the unit. Have documentation packaged for turn-in at each MUIC Station. If needed, insure that adequate copies are on hand, prior to departure from Home Station. Also, insure that a copy exists for the Unit's records. Once turned into the appropriate station, documents will not be returned.**

(2) Receive and prepare the designated billets/cantonment area for the unit.

(3) Meet the Main Body at the designated Camp Atterbury gate and guide them to their assigned area.

b. **Advance Party Composition.** Mobilizing Unit Commanders must ensure that their Advance Party personnel are knowledgeable and can provide the assistance required to determine unit status in personnel, training, and logistics. Although one person may fill several roles, the Advance Party should consist of the following.

(1) Personnel Officer/NCO or someone knowledgeable and capable of determining accuracy of unit SIDPERS data.

(2) Training officer/NCO or person knowledgeable of unit training status and needed training support.

(3) Supply officer/NCO or person knowledgeable of the unit's equipment status and shortages as well as being familiar with hand receipt procedures.

(4) A person familiar with dining facility administration and procedures.

(5) An officer/NCO in charge of the Advance Party delegated authority to speak for the unit commander.

3-4. MOBILIZED UNIT INPROCESSING CENTER (MUIC).

a. **Functions.** The following will be accomplished at the MUIC:

(1) Unit processing in the areas of personnel, training, and logistics.

(2) Training support programmed.

(3) Cross-leveling of personnel and equipment will be initiated as necessary.

(4) Finally, an assessment will be made of the overall unit status. The results of this assessment will determine subsequent actions required to qualify the unit for deployment.

b. **Organization.** The MUIC is composed of representatives from installation directorate/staff agencies and the Mobilization Assistance Team (MAT). To expedite In-processing, the MUIC is divided into functional stations.

(1) **Station 1, Reception/Security.** The Advance Party reports to the back entrance of Building 601 which will be clearly marked. Military Police (MP) will be stationed at the door to check access rosters and military ID's.

(2) **Station 2, Reception Briefing/Review Document Requirements.** Short overview of MUIC requirements, what to expect and a summary of documents required for turn-in.

(a) Assumption of Command Letter (item a. in Annex G of RCUCH).

(b) Complete updated USR (item f. in Annex G of RCUCH).

(c) Serious Incident Reports (if applicable) (item w. in Annex G of RCUCH).

- (d) Accident Reports (if applicable) (item x. in Annex G of RCUCH).
- (e) Copy of Mobilization Order (item d. in Annex G of RCUCH).
- (f) Copy of MTOE/TDA and Letter of Authorization (item e. in Annex G of RCUCH).
- (g) Personnel Security Clearance Roster for Entrance into EOC. (item ac. in Annex G of RCUCH).

(3) Station 3, Training and Security..

(a) Training (3A).

- 1 Copy latest TAM (item c. in Annex G of RCUCH).
- 2 DD Form 1687, Signature Card for Training Aids/Audiovisual (item k1. in Annex G of RCUCH).
- 3 Copy of Postmobilization Training Plan (item b. in Annex G of RCUCH).
- 4 Copy of revised Postmobilization Training Support Requirement (PTSR) (item b. in Annex G of RCUCH).

(b) Intelligence/Security (3B).

- 1 Computerized Unit Manning Roster/Report Indicating positions requiring security clearances, which personnel require security clearances and what level of clearance. (item ad. in Annex H of RCUCH).
- 2 Completed request for security clearance packets for each person requiring an investigation. (item ad. in Annex H of RCUCH).
- 3 DD Form 577 completed, and Assumption of Command Letters, for the following (2 copies ea.). (item aa. in Annex H of RCUCH).
- 4 Classified courier. (item aa1. in Annex H of RCUCH).
- 5 Custodian of classified documents. (item aa3. in Annex H of RCUCH).
- 6 Appointment order for:
 - a COMSEC Custodian/Alternate. (item h5. in Annex H of RCUCH).
 - b Security Manager. (item h6. in Annex H of RCUCH).

c Classified Custodian (item h10. in Annex H of RCUCH).

(4) Station 4, MAT - Training. At this station the estimated time it will take to achieve readiness in training will be determined. The following documents will be reviewed and or collected:

(a) Copy of revised Postmobilization Training Support Requirements (PTSR) (item b. in Annex H of RCUCH).

(b) Copy of Postmobilization Training Plan (item b. in Annex H of RCUCH).

(c) Copy of Latest TAM (item c. in Annex H of RCUCH).

(5) Station 5, Military Pay/Resource Management.

(a) Finance Records. (item t2. in Annex H of RCUCH).

(b) Appointment Orders for:

1 Mobilization Purchase Authority (item h1. in Annex H of RCUCH). If applicable.

2 Claims Officer (item h2. in Annex H of RCUCH). If applicable

(c) DA Form 577 for

1 MWR Fund Representative (item aa2. in Annex H of RCUCH).

2 Mobilization Purchase Authority (item aa4., in RCUCH).

(d) Purchase Orders (SF44) (item i. in Annex H of RCUCH).

(e) Claims for Travel (1351-2) from home to assembly site (item ae. in Annex H of RCUCH).

(f) Mobilization Purchasing Authority Procurement Reporting Information (item af. in Annex H of RCUCH).

(g) DA Form 1687 to establish an IMPACT Card Account (item K3., in Annex H of RCUCH).

(6) Station 6, Medical Activity (MEDDAC)/Dental Activity (DENTAC). Medical and Dental Requirements will be established at this station.

(a) Individual Medical/Dental Records will be collected (item t3 & t4. in Annex H of RCUCH).

(b) Health Care Providers Credentials AR 40-68 (item t5a-j. in Annex H of RCUCH).

(c) DA Form 2765-1 for CL VIII supplies (item o. in Annex H of RCUCH).

(7) Station 7, DOL - Logistics. This station will do Transportation, Maintenance, and Supply.

(a) Transportation (7A). This station begins the processing of the unit's Automated Unit Equipment List (AUEL). The following document will be reviewed and or collected:

1 AUEL Update (item r1. in Annex H of RCUCH).

2 Deployment Movement Plan (item r2. in Annex H of RCUCH).

3 Driver Qualifications Record (item r3. in Annex H of RCUCH).

(b) Maintenance (7B). At this station vehicle inspection schedule will be established. The following documents will be reviewed and or collected:

1 DA Form 2406, Material Condition Status Report and or DA Form 1352, Material Condition Report (Aircraft) and or DA Form 3266-1, Army Missile Readiness Report (item q1. in Annex H of RCUCH).

2 List of items requiring calibration (item q2. in Annex H of RCUCH).

3 Copy of latest MTOE (item e. in Annex H of RCUCH).

4 Appointment Order for Army Oil Analysis Program (AOAP) Coordinator and Alternate (item h4. in Annex H of RCUCH).

(c) Supply (7C). At this station equipment redistribution requirements will be determined and requisitions for equipment shortages will be received. The following documents will be reviewed and or collected:

1 Unit Property Book (item j. in Annex H of RCUCH).

2 DA Form 3645, Organization Clothing & Equipment Shortages (item l1. in Annex H of RCUCH).

3 DA Form 2765-1, for shortages, sorted by classes of supply, or DA Form 3161 (item l2 & m. in Annex H of RCUCH).

4 DA Form 2765-1, for CL VI supplies (training requirement only) (item m., in Annex H of RCUCH).

5 DA Form 3078 for personal clothing (item l3 in Annex H of RCUCH).

6 DA Form 581, Request for issue and turn-in of Ammunition Basic Load (ABL), AllQ TAT (item n. in Annex H of RCUCH).

7 Copy of PLL/ASL and shortage requisitions (item p. in Annex H of RCUCH).

8 Memorandum for Dining Facility Account (item g1. in Annex H of RCUCH).

9 DD Form 1687, Signature Card for; Central Issue Facility; IMSA (Class VIII); Signal; Engineer Supplies; TDA/TOE Supplies; Real Property; Troop Issue Subsistence Activity (TISA); and Ammunition Supply Point (ASP); IMPACT account; (item k. in Annex H of RCUCH).

10 Appointment order (memorandum format) for Property Book Officer (item h3. in Annex H of RCUCH).

(d) **Housing (7D).** This station assigns Unaccompanied Personnel housing, messing facilities. Provide a breakdown of the personnel in the unit by grade and gender (if applicable) to better provide the proper housing requirements. (Installation requirement)

(8) Station 8, AG - Personnel. At this station cross-leveling of personnel will be started and the unit will be scheduled for individual inprocessing and SRP. The following documents will be looked at and or collected:

(a) Individual Personnel Records (item t1. in Annex H of RCUCH).

(b) Pending Personnel Actions/Promotions (item u. in Annex H of RCUCH).

(c) Copies of Unit Mobilization Order (item d. in Annex H of RCUCH).

(d) Copy of MTOE/TDA and letters of authorization (item e. in Annex H of RCUCH).

(e) Annotated Computerized Unit Manning Roster (USR)/Report (item s1-4. in Annex H of RCUCH).

(f) DA Form 3986 (Personnel Asset Inventory) (item y. in Annex H of RCUCH).

(g) Roster of personnel requiring ID Tags (item z. in Annex H of RCUCH).

(h) Appointment Orders for Safety Manager (item h7. in Annex H of RCUCH).

(9) Station 9, Chaplain. At this station unit ministry team requirements will be identified. A Unit Manning Roster/Report will be reviewed (item s. in Annex H of RCUCH).

(10) Station 10 - Information Management. Operated by Directorate of Information Management (DOIM).

(a) DD Form 577, Signature cards (item aa1. in Annex H of RCUCH), prepared for:

1 Classified courier.

2 Classified Documents Custodian.

(b) DD Form 285, Appointment of Military Postal Personnel, e.g., Postal Officer, Mail Clerk, Alternate Mail Clerk. (item ab. in Annex H of RCUCH).

(c) DA Form 3955, Change of Address and Directory Cards for each individual in the unit. (item v. in Annex H of RCUCH).

(d) Appointment orders for:

(e) Telephone Control Officer (item h8. in Annex H of RCUCH).

(f) Publication Control Officer (item h9. in Annex H of RCUCH).

(g) Information Systems Security Officer (ISSO) (item h11. in Annex H of RCUCH).

(11) Station 11, Staff Judge Advocate. Roster identifying requirements for powers of attorney, and wills will be established at this station. Any other legal matters will be identified with individual soldiers.

CHAPTER 4

MOBILIZED UNIT STATUS UPDATE MEETINGS AND VALIDATION

POC: OIC/NCOIC MUIC Building 601 Gatling St, Camp Atterbury, IN

TEL: CML (812) 526- 1777

DSN 569-2777

FAX: CML (812) 526-XXXX

DSN 569-2XXX

4-1. PURPOSE. To provide guidance on the Mobilized Unit Status Update Meeting and Validation.

4-2. GENERAL. A Unit Status Update Meeting is conducted to determine deployability of RC units as well as what actions, if any, remain to be completed in order to validate the unit for deployment. The criteria used is whether the unit can perform its wartime mission. The ultimate goal is to validate the unit as capable of executing its wartime mission.

4-3. PROCESS.

a. Mobilized Unit Status Update Meeting (MUSUM).

(1) A MUSUM will be conducted daily at 1600 hours in the MUIC.

(2) The Unit Commander is required to attend along with select unit staff. A key area of discussion will be unit readiness.

(3) A SECRET clearance is required and will be verified prior to entrance to the meeting.

(4) The MUSUM is chaired by the MUIC OIC/NCOIC.

(5) The following areas are briefed:

(a) EOC - Situation overview (THREATCON/Weather and Projected Activities in the next 48 hours), and deployment data.

(b) DOL - Equipment assessment; % of equipment fully mission capable; % of fill for all classes of supply.

(c) AG - Personnel assessment, SRP status.

(d) MEDDAC - Status of physicals, profiles, hospitalized personnel, and medical non-deployable soldiers.

(e) DENTAC - Oral examinations required, panorex required, and status of dental non-deployable soldiers.

(f) SJA - Legal update; soldiers incarcerated, pending courts martial, and other pending disciplinary actions.

(g) MAT - Training assessment; USR update, and status of training.

b. Validation.

(1) A final validation will be made on all mobilized units NLT their Ready to Load Date (RLD).

(2) A unit is "mission capable" or validated for deployment if it meets the minimum readiness rating in personnel, equipment, and training (both individual and collective).

(3) Upon arriving at Camp Atterbury, each mobilized unit will receive a preliminary subjective analysis to determine the status of personnel, equipment, and training. The primary documents reviewed and analyzed to determine initial deployment status will be FORSCOM Form 319-R (PTSR), FORSCOM Form 1049-R (TAM), DA Form 2715(USR), DA Form 2406 (Material Condition Readiness Report), MTOE, and ORE/ARTEP results (if available). The following will also be considered:

(a) Equipment required for WARTIME mission.

(b) Personnel trained to operate equipment/weapon systems.

(c) Personnel for command and control.

(d) Individual training and preparations towards MOS qualification for weapon systems and TOE/specialized equipment.

(e) Survivability skills training status.

(4) The overall analysis will estimate the time required to achieve readiness in training and determine if training time required to reach deployable status will impact on the scheduled deployment date.

CHAPTER 5

MOBILIZATION ASSISTANCE TEAM

POC: Chief, Mobilization Assistance Team, Building Camp Atterbury

TEL: CML (812) 526-1XXX DSN 569-2XXX

FAX: CML (812) 526-1XXX DSN 569-2XXX

5-1. PURPOSE. To establish procedures for the utilization of the Camp Atterbury Mobilization Assistance Team (MAT) in the validation and training mission.

5-2. MISSION. On order, 1st USA will form the MAT at Camp Atterbury and will assist Camp Atterbury with its responsibility to validate for deployment Reserve Component (RC) units as mission capable; support unit training efforts; and assist with the deployment evaluation of Active Component (AC) units as required.

5-3. TRAINING OF RC UNITS. MAT members will be allocated, as required, to assist mobilized RC units and will provide continuous feedback to Camp Atterbury EOC on the training status of the RC unit they are assisting.

a. In developing training programs for arriving RC units, MAT Camp Atterbury, in conjunction with EOC, will consider the following factors at a minimum.

(1) From Camp Atterbury determine:

- a Time expected at Camp Atterbury with equipment.
- b Time expected at Camp Atterbury without equipment.
- c Projected arrival of filler personnel.
- d Time required for preparation and loading of equipment.

(2) From WARTRACE and higher headquarters, determine:

- a Known or implied missions.
- b Expected operational environment.
- c Most critical required mission capabilities.

(3) From unit assessments and training evaluation reports determine major shortcomings in critical mission performance skills.

b. The MAT will assist the unit commander in the prioritization of training tasks:

(1) While the unit still has equipment to train with.

(2) While developing training plans to accomplish maximum critical training within available time and with available resources.

(3) After the unit ships equipment to port.

(4) Aligned to development of alternative training plans based on changes in the deployment window for a given unit.

CHAPTER 6

PERSONNEL AND ADMINISTRATION

POC: Director Personnel and Community Activities, Camp Atterbury

LOCATION: Building 509 South of intersection Headquarters and Schoolhouse Road

CAPABILITIES: Military and Dependent ID Cards (By Appointment), DOG Tags, Notary.

TEL: CML (812) 526-1338

DSN 569-2338

FAX: CML (812) 526-1306

DSN 569-2306

6-1. GENERAL. Administrative processing and strength accounting of unit personnel is a command responsibility and will be accomplished at the home station to the maximum extent possible. FORSCOM Regulation 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH), specifies actions to be completed at home station to facilitate the mobilization process. Camp Atterbury will provide administrative support to all units mobilizing at Camp Atterbury within the constraints of available resources and time.

6-2. ADMINISTRATIVE PROCESSING. The transition from RC to AC status is greatly dependent upon the mobilizing unit providing complete and accurate documentation. When the following actions are completed, the accession to Active Duty will be orderly and expeditious.

- a. Applications for Active Duty ID card (DD Form 1172).
- b. Applications for dependent ID card (DD Form 1172), with supporting documents.
 - (1) Marriage license.
 - (2) Birth certificates.
 - (3) Divorce decree (for family members of former marriages).
 - (4) Declaration of dependence or other legal documents stating dependency (for parents and other special cases).
- c. Updated Record of Emergency Data (DD Form 93).
- d. Updated Serviceman's Group Life Insurance (SGLI) election (SGLV-8286).

e. Request for issue of ID tags (DA Form 4187). Ensure remarks section has all data needed for stamping the tags.

6-3. RECORDS. Military Personnel Records Jackets (MPRJ) (DA Form 201) for each individual will be brought to the MS with the unit. Records will be checked for essential data and forms at the Soldier Readiness Processing (SRP) site. Ultimately all records will be turned into the Military Personnel Division (MPD) prior to unit deployment. Non-deploying units will coordinate with the MPD for the transfer of personnel records. For hand receipting purpose, a unit is required to submit two alpha rosters with records.

6-4. SOLDIER READINESS PROCESSING (SRP). Prior to deployment, the unit will undergo a final check to ensure all personnel meet deployment criteria. Personnel processing is outlined in Chapter 8. Based on unit input, a final unit roster will be prepared by SIDPERS, (Personnel Strength Zero Balance (C-27) report), to be signed and authenticated by the unit commander.

6-5. PERSONNEL QUALIFICATIONS. Commanders are reminded that actions must be taken prior to mobilization to ensure unit personnel are MOS qualified in their duty positions and that cross-leveling has been conducted to place personnel in MOS qualified positions. Personnel who are not MOS qualified will be removed from the unit and reassigned to another unit in their appropriate (MOS). These individuals will be replaced by soldiers holding the MOS required by the duty position.

6-6. UNIT STRENGTH. Camp Atterbury will try to bring all units up to 100% of required strength, however, the unit may be deployed at 75% if resources are not available prior to the unit shipping dates. It may be necessary to reassign some personnel in order to make another unit mission capable. This is the last option exercised by the installation personnel managers. Unit vacancies will be filled first by Individual Ready Reserve (IRR) and excess unit personnel before any cross-leveling action is taken.

6-7. MORALE SUPPORT ACTIVITIES. Information concerning available morale support activities, clubs, sports, and other recreation events is addresses in WMTC Circular 215-97-1 and may be obtained on arrival at Camp Atterbury.

6-8. FAMILY ASSISTANCE. In the event of mobilization, Family Resource Center (FAC) will be established. Operating hours will be as required. The FAC will provide a full range of information and/or referral services on relocation, financial assistance and counseling. Those family members not within commuting distance of military installations will be referred to appropriate State and Federal agencies for assistance. In order to prevent unnecessary hardships for the families of the mobilized unit members, the command must meet its premobilization obligations in the area of family assistance as outlined in FORMDEPS. In addition, each member should prepare his family prior to departure by ensuring that family members attend command information briefings and that family members are well informed on soldier obligations and their benefits. **All units are reminded that neither family members nor dependents are authorized to accompany mobilized service members to the mobilization station.**

6-9. RED CROSS. Unit personnel are reminded to contact their local (home town) Red Cross Chapter to speed up the process for Red Cross assistance procedures.

6-10 SAFETY. The Camp Atterbury Safety Office will provide safety classes for Unit Safety Officers upon mobilization. Times and locations will be determined as required.

6-11. POST EXCHANGE. The Camp Atterbury Main Post Exchange is in Building 611.

6-12 FAMILY MEMBER ENTITLEMENTS. Reserve and National Guard soldiers must ensure their family members are enrolled in Defense Enrollment Eligibility Reporting System (DEERS). If a unit is activated for more than thirty (30) days, family members are entitled to medical care. **If not enrolled in DEERS medical treatment can be denied.** If enrolled, medical treatment facilities will accept the family member ID card (DA Form 5431) and mobilization orders for up to 180 days. This allows sufficient time to obtain the DA Form 1173 (Dependent ID Card). This should be accomplished at HS prior to arrival at Camp Atterbury.

CHAPTER 7

SOLDIER READINESS PROCESSING (SRP)

POC: Adjutant, Building 509, Directorate of Personnel and Community Activities

TEL: CML (812) 526-1338 DSN 569-2338

FAX: CML (812) 526-1306 DSN 569-2306

7-1. GENERAL. The SRP validates each soldier for deployment. If required, SRP operations will be conducted 24 hours per day, 7 days per week. Unit SRP will be scheduled with the unit advance party during MUIC operations.

7-2. ORGANIZATION. The SRP location will be designated at the MUIC during Advance Party processing. SRP representatives will include AG, MEDDAC, DENTAC, Finance, and SJA.

7-3. PROCEDURES.

a. AG (Personnel). The following items will be validated:

- (1) Record of Emergency Data (DD Form 93). Cannot be more than 5 years old.
- (2) Servicemen's Group Life Insurance (SGLI) Election (VA Form 29-8286).
- (3) Personnel Qualification Record - Part I, Section I, II, and IV (DA Form 2A. Can not be more than 1 year old.
- (4) Soldier holds a current and serviceable Armed Forces of the United States Identification Card (DD Form 2A), and a serviceable Army Medical and Religious Identification Card (DD Form 1934) if applicable.
- (5) Soldier wears a complete and current set of identification tags and has an additional printed set of tags.
- (6) Soldier is enrolled in DEERS.

b. MEDDAC (Medical Activity).

- (1) Administers immunizations/DNA swabs/HIV tests as required.
- (2) Ensures that the following items are current and contain the correct information:
 - a Individual Medical History (DA Form 8007). Signed by a physician and completed within the past two years.

b Shot Record (PHS Form 731). Hand carried by the soldier.

(3) Verifies the soldier has the following items when required:

a Two pairs of eye glasses (one must be military issue). One pair of mask inserts with current prescription.

b One hearing aid with extra batteries.

c Medical warning tags.

(4) Ensure that soldiers with health conditions requiring specialized drugs are given a minimum of 90 days of supply.

(5) Provide urine pregnancy tests for female soldiers.

c. DENTAC (Dental Activity).

(1) Verify that a current dental record with a pantographic radiograph is on file in the soldier's records. If pantographs are not present, the SRP will complete the x-ray.

(2) Determine each soldier's dental status.

(3) Provide dental care to soldiers as necessary at the TMC.

d. Finance.

(1) Ensures soldier's account type and number are correct for Sure Pay (checking account is recommended).

(2) Establishes BAQ/VHA as required.

(3) Establish allotments as required.

(4) Prepare Employees Withholding Exemption Certificate (IRS Form W-4).

(5) Verify SGLI coverage corresponds with monthly SGLI deduction.

e. SJA (Legal).

(1) Checks/prepares Wills and Powers of Attorney as required.

(2) Ensures that each soldier has been briefed on the Law of Warfare and the Hague and Geneva Convention.

(3) Verifies that each soldier is not pending civil felony criminal charges. If the soldier is pending such charges, the SJA will provide assistance to the soldier, however, the soldier will be non-deployable until the charges are resolved.

(4) Ensures soldiers are counseled on insurance and other civil matters such as protections afforded under the Soldier's and Sailor's Civil Relief Act.

CHAPTER 8

INTELLIGENCE AND SECURITY

POC: Provost Marshal, Building 609, Security, Camp Atterbury

TEL: CML (812) 526-1429

DSN 569-2429

FAX: CML (812) 526-1367

DSN 569-2367

8-1. GENERAL. The Security Division provides support to mobilizing units in the following areas of intelligence and security:

- a. Personnel security clearance advise, guidance, and assistance to the mobilized unit security manager for personnel security investigations (PSI) actions.
- b. Coordination for the storage and/or destruction of classified material.
- c. Coordination for counterintelligence support.
- d. Advice and assistance for security education materials.
- e. Dissemination of intelligence threat information.

8-2. SECURITY CLEARANCES.

a. The RC units will provide early notice to the Chief, Security Division, of the required degree of access to classified information for TOE/MTOE/TDA positions and review the status for security clearances of all personnel. The unit will prepare requests for appropriate security clearances for all individuals who require them. Some persons, while not requiring a security clearance, require a favorable background investigation or National Agency Check to hold the MOS. Commanders should screen all personnel to ensure they meet required criteria outlined in AR's 611-101, 611-112, and 611-201 for trustworthiness and integrity. Guidance for security clearance actions is contained in AR 380-67.

b. RCU advance parties should submit requests for Personnel Security Clearance/Investigation Packets (PSIs) to the installation security representative at station in the MUIC.

c. The Security Division will review and forward requests for PSI of personnel who require a security clearance. The Security Division will grant interim security clearances within the parameters of AR 380-67. Personnel who require access to classified information after M-day may be granted an interim security clearance. This request will include name, rank, SSAN, and type of clearance required.

8-3. SAFEGUARDING CLASSIFIED DOCUMENTS/EQUIPMENT.

a. RC units will provide protection of classified information, material, and equipment at HS and during movement to Camp Atterbury. Unit Security Manager will advise the Security Division (DPS) of requirements beyond the unit's capability to store or destroy classified material. A thorough annual review of classified material will most certainly reduce the amount of material to be stored and/or transported to Camp Atterbury.

b. Each unit should develop a document evacuation/ destruction plan IAW AR 380-5. The plan should include, as a minimum but not limited to, the following elements:

(1) The packing and transporting of classified materials and its storage while at the Camp Atterbury.

(2) The identification of all classified materials not required for mobilization and provide for their transfer or destruction upon mobilization.

(3) The designation of responsible personnel, mode of transportation, and secure container identification.

8-4. COUNTERINTELLIGENCE (CI) SUPPORT. CI services for units/activities (to be) stationed at or supported by Camp Atterbury will be requested IAW 381-20 and will be forwarded to the Security Division, DPTMS.

8-5. INTELLIGENCE TRAINING. Post mobilization intelligence training is an RCU commander responsibility. Units should focus on the following areas when conducting this training: Information Security (AR 380-5), Signal Security (SIGSEC) (AR 380-19), and Subversion and Espionage Directed Against the U.S. Army (SAEDA) (AR 381-12).

8-6. REPORTING OF INCIDENTS/EVENTS.

a. Units which become aware of a reportable incident or event are requested to report all available facts through command channels to Security Division. Reportable events may be related to specific Essential Elements of Information (EEI), protest activity, espionage, sabotage, or any other information that might affect the command mission. Reports will be submitted as soon as practicable. Follow-up reports will be submitted as the situation develops. Transmission of reports will be by the most expeditious means consistent with security requirements and the urgency of the situation.

b. General intelligence received by Camp Atterbury from those reports may be the basis for major tactical and strategic decisions; therefore, it is imperative that the most accurate and current information be reported. Information should be reported immediately, even though it might be incomplete or not verified. When such information is reported, a statement as to the lack of confirmation should be included.

CHAPTER 9

LOGISTICS

POC: Director of Logistics, Building 516, Camp Atterbury

TEL: CML (812) 526-1324

DSN 569-2324

FAX: CML (812) 526-1442

DSN 569-2442

9-1. PURPOSE. This chapter has been prepared to provide general information on logistical requirements.

9-2. CLASSES OF SUPPLY. The following paragraphs provide essential information in the preparation of supply documents that will be turned into the MUIC by the Advanced Party.

NOTE: IN ALL CASES WHERE A SIGNATURE CARD IS CALLED FOR, INSURE THERE IS A COPY OF THE UNIT COMMANDER'S ASSUMPTION OF COMMAND LETTER.

a. Class I. Subsistence will be provided to units mobilizing at Camp Atterbury utilizing Prime Vendor Contract.

b. Class II.

(1) CTA 50-900 Clothing, Individual Equipment, including Chemical Defense Equipment (CDE) will be obtained by submitting a consolidated DA Form 3645-1 to the Installation Property Book Officer (IPBO).

(a) CTA 50-909 Field, Garrison Furnishings and Equipment will be obtained by submitting a DA Form 2765-1 to the IPBO. Items will be on a fill or Kill basis.

(b) CTA 50-970 Expendable/Durable Items except Medical, Class V, and Repair Parts, will be obtained by submitting DA Form 2765-1 to IPBO as required.

(2) Consumable/Expendable supplies will be obtained using local purchase procedures.

(c) Class III POL. The DOL is responsible for retail, bulk POL issues, and packaged POL support upon mobilization.

(d) Class IV Construction/Base Materials. DOL will issue all class IV materials for Blocking, Bracing, Packing, and Crating (BBPC) and for training purposes. Unit Advance Party should have a completed DA Form 3953 to turn in at the MUIC for training materials only.

(e) Class V Munitions. The Ammunition Supply Point (ASP) of the DOL provides assistance in all facets of ammunition/explosive service support to units mobilizing at Camp Atterbury. Additionally, units need to make sure they have FORSCOM REG 700-3, Ammunition Basic Load, on their pin-point publication account. This document is needed to accurately determine their ABL (To Accompany Troops (TAT) and NON-TAT) requirements.

(1) Peacetime Annual Ammunition Basic Load Authorizations Listings and Recap Updates. Per a change to FORSCOM REG 700-3, FORSCOM will provide computation for USAR and National Guard ABL data to each unit's MS. Unit's assigned to Camp Atterbury will obtain their ABL listings from their Supporting Installations (SI's). Normally that will be the USPFO's for Guard units and an Active Duty installation for USAR units. Check with your chain-of-command. Units will return their annotated ABL's through the MUSARC/STARC to their supporting installation for consolidation of ammunition data.

(2) Postmobilization ABL process. Units will deploy with complete TAT ammunition when possible. Upon notification of unit deployment, the installation will initiate a message for the release and shipment to theater of unit's NON-TAT ammunition.

(f) Class VII Major End Items. Cross leveling of Class VII assets will be done through the use of the Mobilization Equipment Redistribution System (MOBERS).

(g) Class VIII Medical Supplies. All Class VIII requirements will be addressed to the medical activity (MEDDAC) representative at the MUIC.

(h) Class IX Repair Parts. The supply division of the DOL will provide Class IX support to mobilizing units.

9-3. MAINTENANCE.

a. All units mobilizing at Camp Atterbury will coordinate maintenance requirements with their normal supporting activity (OMS/AMSA/CSMS/MATES) to insure that all equipment assigned to the unit is taken to the units mobilization station in as good of a conditions as possible. They will strive to have all items at -10 and -20 Technical Manuals standards. Unit commander and supporting activity chiefs will advise the support installation as soon as possible for requested assistance, so it can be programmed in accordance with movement priorities. Unit Advanced Party should have the following completed forms for turn in at the MUIC.

(1) Material Condition Status Report, DA Form 2406.

(2) Army Missile Readiness Report, DA Form 3266- 1, if applicable.

(3) Utilization of DS/GS maintenance resources will be programmed to provide maximum support to units in deployment sequence. To achieve the maintenance standards as prescribed in the -10 and -20 series Technical Manuals, utilization of

organizational personnel in conjunction with DS/GS personnel may be required to meet deployment schedules. Unit Maintenance Officers will coordinate with the support activity, upon arrival at Camp Atterbury, to establish requirements and scheduling of resources.

(4) Calibration. Units mobilizing at Camp Atterbury will receive calibration support through the DOL-MD. Priority will be based on those units deploying first. Unit advance party should have a list of items requiring calibration to turn in at the MUIC.

(5) Units whose MS is Camp Atterbury will utilize the AOAP by complying with the requirements of DA PAM 738- 750.

(6) Prior to movement to a railhead or airport for deployment to an overseas destination, all vehicles must receive a Technical Inspection (TI) by the MD. All vehicles will be fully mission capable prior to being released for deployment.

9-4. TRANSPORTATION.

a. General.

(1) The Computer Movement Planning and Status System (COMPASS). All units that mobilize at Camp Atterbury will maintain current COMPASS data IAW AR 220-10 and FORSCOM Reg 55-2.

(2) The Automated Unit Equipment List (AUEL). Is produced by the FORSCOM COMPASS. Validated Unit Movement Data (UMD) is forwarded from the unit to the ITO Unit Movement Coordinator (UMC), Bldg. 907, who in turn, forwards it to FORSCOM. The information is processed by computer which produces the AUEL report. Detailed guidance on how to prepare and submit UMD to FORSCOM is outlined in FORSCOM Reg 55-2. IMPORTANT: The AUEL/ Unit Movement Data (UMD) is the foundation source document by which all surface transport is arranged including sealift. Errors/ shortfalls/ excesses reported in this document will be carried into all subsequent documents and actions. **"MAKE SURE IT IS COMPLETE AND ACCURATE."** The first action upon arrival at Camp Atterbury should be for the Unit Movement Officer (UMO) to visit the ITO and validate the AUEL/UMD.

b. The Installation Transportation Officer (ITO) will:

(1) Coordinate with USTRANSCOM, Air Mobility Command, Military Traffic Management, and Military Sealift Command.

(2) Renew and validate unit deployment documentation.

(3) Alert servicing railroads of impending movement and coordinate routing from Military Traffic Management Command (MTMC).

- (4) Assign Transportation Control Number (TCN), using the TC ACCIS system.
- (5) Assist in the deployment of and approve final load plans.
- (6) Order rail cars on the basis of the data contained in final rail load plans.
- (7) Brief unit personnel on rail or commercial line haul movement procedures, if applicable.
- (8) Arrange for movement of general freight upon presentation of shipping documents (DD Form 1348-1), for items to be shipped with fund cite. Upon request, assist in preparation of DD Form 1348-1.
- (9) Provide passenger movement support (individual and group) upon presentation of orders with fund cite.

c. The deploying units will:

- (1) Provide assistance in preparation of load plans, establishing a traffic circulation plan and coordinating transportation support to include material handling equipment. In coordination with the ITO, Provost Marshal (PM), and the Departure Rail Control Group (DRCG), publish a movement table and an order for movement from the unit area to the rail head, assist in preparation of load plans, establish a traffic circulation plan and coordinate transportation support to include material handling equipment.
- (2) In coordination with the ITO and DRCS, issue movement instructions and develop movement from marshaling area to the rail head.
- (3) Perform safety briefing/orientation prior to rail operation commencement.
- (4) Prepare and present DD Form 1348-1 with fund site to the ITO (Freight Movements Section building 516), when requesting movement of general freight.
- (5) Present orders with fund cite to the ITO (Passenger Movement Section) when requesting passenger movement support (individual or group).

d. Air Deployment of Ammunition and Explosives. Procedures for deploying units to transport To-Accompany-Troops (TAT) ammunition to the Aerial Port of Embarkation (APOE) is as follows:

- (1) Unit submits DA Form 581 (Ammunition Request) to Ammunition Supply Point (ASP), Camp Atterbury.
- (2) Unit reports to ASP, building 2033 to pick up ammunition. Individual on signature card must sign for ammunition. Vehicles receive safety inspections, unit loads ammunition and moves it from Camp Atterbury to APOE. Fire fighting Instructions, DD Form 836, are issued to the drivers.

9-5. MOVEMENT PLANNING. Movement planning will be done by units IAW the technical guidance provided to them by the ITO, Unit Movement Coordinator (UMC) or the immediate command Unit Movement Officer.

a. Units will:

- (1) Edit the AUEL to reflect deploying cost verification of all on-hand equipment .
- (2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, dead batteries, etc., repair/replace as appropriate.
- (3) Complete FORSCOM 285-R Vehicle/Container Load Plan, for all cargo vehicles and packing list, for containers load IAW FORSCOM Regulation 55-1, utilizing FM 55-65 and TB 55-46-1 as source documents. These forms are designed to assist the unit in planning vehicle and container loads, and for recording the contents of loaded vehicles and containers. These forms must be given to the UMC before loading can begin.
- (4) Complete FORSCOM 285-5-R (Rail/Truck Load Plan) (if applicable) IAW instructions contained on reverse of FORSCOM 285-R. The format of the Rail Load Plan form is designed to assist the unit in planning and to provide a source document to the ITO for determination of rail equipment requirement, completion of the Government Bill of Lading, and to provide a source document to DOL for determination of Blocking and Bracing Material requirements, for Rail Load Planning only. Unitization and containerization will be utilized for secondary cargo unless otherwise directed.
- (5) The unit will retain completed copies of the following documents for inventory of equipment and supplies at the destination. All blank forms are available through AG Pubs.
 - a DD Form 1173 or DD Form 5748-R (Packing Lists), will be done on all containers and unitized shipments.
 - b FORSCOM 285-R (Vehicle/Container Load Plans.
 - c Automated Unit Equipment Lists (AUEL), and Deployment Equipment List (DEL).

b. The ITO will:

- (1) Review unit deployment documentation.
- (2) Alert servicing railroads of impending movement and request routing from MTMC, or utilize MTMC PCMS SPO, on the basis of the updated movement plans.
- (3) Assign TCN.

- (4) Approve final rail load plans.
- (5) Order rail cars on the basis of the data contained in the final rail load plans.
- (6) Brief unit personnel on rail/line haul movement procedures, if applicable.
- (7) Rail loading will be a two day process.

a Day 1 - Marshal vehicles.

b Day 2 - Move rail cars to load site and load.

c. Rail Car Load Planning.

(1) Rail car load planning will be done by the unit in coordination with planning by the ITO's Unit Movement Coordinator or Unit Movement Office supervisor.

(2) Detailed rail planning guidance will be picked up from the ITO office. The rail movements portion of the movement plan will include the following.

(a) FORSCOM Form 285-R.

(b) DD Form 1173 or DA Form 5748-R, for shipments.

(c) FORSCOM Form 285-5-R.

(d) Blocking and Bracing requirements (Track/Wheeled Vehicles).

(e) Accompanying equipment and supplies (less TAT, sensitive, and dangerous hazardous cargo) will be moved on cargo vehicles.

(f) Cargo not planned as TAT or to be moved organically, will be moved separately. Such must be containerized or palletized to preclude damage or pilferage during transportation.

(g) Tracked vehicles will not be loaded with organization equipment, on the same car with wheeled vehicles or with general cargo.

(h) Spanners. Spanners are the wood or metal bridges used to bridge from one rail car to another. Short spanners are for cars with short draw bars, and long spanners are for cars with long draw bars.

(i) Short Draw Bars: Length of the draw bar at each end of the car is approximately 3 feet. Normally you do not need spanners for loading tracked vehicles when there are short draw bars.

(j) Long DrawBars: Length of the draw bar at each end of the car is approximately 6 feet. All vehicles to be loaded will require spanners.

d. Hints for Successful Rail Loading Operations.

(1) Proper marshaling of vehicles ensuring that they are in load sequence and so marked PRIOR to movement to the rail head area.

(2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, etc. Repair/replace as appropriate.

(3) Prepare equipment prior to marshaling to include vehicles, "reduced for sealift", should be in the configuration identified in TB 55-46-1.

(a) Tie downs shackles are installed on vehicle.

(b) Bows and canvas are down and all cargo secured.

(c) Mirrors folded down or removed.

(d) Accurate weight and cube should be marked on green tape with black grease pencil on the side of each vehicle and trailer. Vehicles will be weighed during the marshaling sequence.

(e) Movement instructions for the movement from the unit area to the portable scale (location TBD), to the marshaling area, then to the rail head will be strictly adhered to.

(f) When moving from the marshaling area to the rail head **VEHICLES WILL STAY IN THEIR ASSIGNED SEQUENCE.**

(g) Check rail cars for serviceability and cleanliness and inspect track area for cleanliness. Report any deficiencies to ITO. **LEAVE TRACK AREA CLEAN.**

(h) Forecast blocking, bracing, crating, and tie down materials used to prepare secondary loads, utilize cargo and stuff containers..

9-6. HOUSING OPERATIONS. Commanders or advance party members must coordinate with the DOL at the MUIC to arrange for assignment and use of barracks, mess, maintenance, administration and storage facilities. A date/time and location for joint facility inspections will be provided at the MUIC. All joint inspections will be conducted with the unit representatives and DOL personnel, upon arrival and departure. Unit representatives should allow one hour per building for inventories, issue and turn-in.

CHAPTER 10

ENGINEERING

POC: Director of Public Works, Building 225 Camp Atterbury

TEL: CML (812) 526-1251

DSN 569-2251

FAX: CML (812) 526-1248

DSN) 569-2248

10-1. GENERAL INFORMATION. This chapter provides general information about Directorate of Public Works and delineates responsibilities for units mobilizing at and deploying from Camp Atterbury with respect to engineer support.

10-2. DIRECTORATE OF PUBLIC WORKS (DPW) SERVICES.

a. Maintenance/repair. DPW provides maintenance and repair services for roads, airfields, buildings, structures, and real property equipment within Camp Atterbury. Additionally, assistance is available to units desiring to perform maintenance and repair of real property on a self-help basis.

b. DPW coordinates and manages all construction projects at Camp Atterbury, including Military Construction ARNG, prior to mobilization, and Military Construction Army (MCA) ,after mobilization, as well as postmobilization, and other minor construction projects.

c. DPW, monitors, coordinates, and expedites, as required, all work requests submitted by unit commanders.

10-3. MOBILIZING UNIT RESPONSIBILITIES.

a. Maintenance and repair. Major maintenance and renovation requirements of assigned facilities may be requested by submitting a DA Form 4283 (Facilities Engineer Work Request) at building 225. Breakdowns and repairs, such as turning on heat or repairing broken doors or windows, electrical problems, and latrine stoppages or leaks, may be requested by phone from the work order desk, 1134. When DPW receives a work request, a priority will be assigned, work equipment reviewed and validated, work scheduled, and the task will be accomplished by DPW work crews. In addition to the above methods, a unit may choose to perform minor maintenance and repair to improve or maintain their area, using self help assets. This type of activity must be coordinated through the DPW self help program.

b. Supplies and materials. Requests for construction supplies and materials will be submitted to the Self Help Office, building 910, on a DA Form 2765-1 or DA Form 4283:

include a document number from the unit. DPW will only fund for materials being used to construct, modify, or repair real property.

c. Utility services. Problems with utilities, such as gas leaks, water and electrical power outages, and broken sewage lines, must be reported to DPW work order section, building 238, phone 1104. Dumpsters are in place now but can be moved or added to by phone request to DPW. Dumpsters to support training activities will be coordinated through DPW. "Tent City" areas will be serviced automatically by DPW and will include utility support and placement of dumpsters and portable latrines.

d. Emergency services. Emergency services are obtained by calling 911.

e. All other engineer related matters will be coordinated through EOC.

CHAPTER 11

PUBLIC AFFAIRS

POC: Public Affairs Office, Camp Atterbury

LOCATION: Building 718 Gatling Street (Driving South on Gatling just past the intersection of Evans Road, on the Left.

TEL: CML (812) 526-1123/1429

DSN 569-2123/2429

FAX: CML (812) 526-1724

DSN 569-2724

12-1. PAO RESPONSIBILITIES

a. Camp Atterbury Public Affairs Officer (PAO) is the authorized Point Of Contact for news releases regarding mobilization activities on Camp Atterbury. Upon unit's arrival to Camp Atterbury, the PAO will provide guidance on news release authority and policy relating to news media relationships.

b. Liaison will be maintained between the CA-PAO and mobilizing units.

c. Unit PAOs will coordinate command information needs with PAO by identifying number of command newspapers needed to adequately inform units. Newsletters are the Director of Information Management's (DOIM) responsibility IAW AR 25-30, and should be staffed accordingly. If a unit feels a need for a separate newspaper, PAO will be a part of the publication approval process. PAO will provide prior to publishing, a security, propriety, and policy review of unit-produced newspapers and newsletters.

d. Interviews with mobilized and installation support personnel will be coordinated through and cleared by the PAO in conjunction with unit PAOs.

e. All media will be escorted by unit PAOs at all times. Unit PAOs will coordinate all media visits with PAO before media arrival on the installation.

11-2. CONTACT WITH NEWS MEDIA. All news releases/responses to queries will be cleared by the **PAO** in coordination with appropriate staff agencies and/or mobilizing units.

11-3. CONTACT WITH THE COMMUNITY. Contact with the community will be coordinated through or by the **PAO**, in coordination with appropriate staff agencies and/or mobilizing units.

11-4. UNIT RESPONSIBILITIES.

a. RC units may designate unit PAOs but must realize that a unit PAO functions mainly as a contact for the Camp Atterbury PAO, who effects almost all of the coordination.

b. Protection of Information. Commanders will, as a minimum, emphasize the following:

(1) From the time of mobilization at home station and arrival at mobilization site, the following may be discussed in public:

(a) Unit designation.

(b) Processing at home station (Armory).

(c) Mobilization site.

(d) Fact that most time is devoted to training.

(e) Awards and decorations.

(f) Activities related to local community.

(g) Athletic activities.

(h) Religious activities.

(i) Names and locations of offices at military installations which would provide support to the soldiers' dependents in matters of health care, finance, identification cards, casualty information, claims/legal assistance, movements of household goods, dependents, housing, and other similar actions.

(j) Other subjects specified by the commander.

(2) The following information will never be discussed outside authorized military locations or with uncleared civilian personnel.

(a) Classified information or information believed to be classified.

(b) Movement from mobilization site to deployment station/staging/marshaling areas (dates, time, departure points, means of transportation, troop list, destination).

(c) Readiness Condition of unit.

(d) Unit mission/plans concerning employment in combat zone.

- (e) Nuclear weapons (being present, training with).
- (f) Special training being conducted (mountain training, desert training, or similar activities).
- (g) Special equipment issued (cold weather clothing, tropical uniforms, etc.).
- (h) Other information designated by the commander.

c. It is the Unit Commander's responsibility to ensure that all members of the unit are kept informed, within OPSEC constraints, of mobilization operations at Camp Atterbury.

d. Required PA Reports. Reserve Component units are required to notify the PAO of their PA activities as follows:

<u>REPORT</u>	<u>PURPOSE</u>	<u>DUE</u>
Media Contact (Note: Media queries/requests must go through PAO)	To report any contact with/by media	Immediately upon contact
Media Activity	To report results of media visit	Upon completion of visit
Community Interaction	To report interaction between unit and community (visits, tours, etc.)	Prior to visits, tours, etc.
Accident/Incident	To report any accident/incident involving military and civilian personnel	ASAP

(1) Reports may be narrative in format and should describe who was involved, the number people involved, what happened, and the questions asked.

(2) One copy of all home station news clippings will be forwarded to the PAO ASAP.

(3) Material will be filed in accordance with the Privacy Act.

CHAPTER 12

DENTAL

POC: Director of Resource Management, Building 1, Camp Atterbury

TEL: CML (812) 526-1161

DSN 5699-2161

FAX: CML (812) 526-1445

DSN 569-2445

12-1. PURPOSE. Provide RC units with information regarding the dental aspects of mobilization and deployment.

12-2. GENERAL. DENTAC at Camp Atterbury has two primary objectives (in order of precedence):

- a. Provide treatment to prepare the individual soldier and their unit for deployment.
- b. Provide dental support to the active duty population at Camp Atterbury.

12-3. DENTAL CARE.

- a. Emergencies: Report to the emergency room, Camp Atterbury TMC, BLDG 2.
- b. Dental Sick Call: Specific location will be provided to the unit advance party at the MUIC.

12-4. UNIT RESPONSIBILITIES.

a. All dental records must arrive with the advance party. DENTAC will become the records custodian for the duration of the deployment.

b. An updated and accurate unit alpha roster must be provided with the dental records.

c. All personnel will have an oral screening exam to determine their dental status. Class III individuals will receive expedited care to upgrade them to a deployable status.

d. All personnel are required to have the following dental documents contained in the Health Record Jacket (DA Form 3444-2):

(1) SF 603 Health Record Dental.

(2) DA Form 5570 Health History.

(3) Pantograph x-ray.

CHAPTER 13

MEDICAL

POC: Medical Plans and Operations Division, Building 609, Camp Atterbury

TEL: CML (812) 526-1429

DSN 569-2429

FAX: CML (812) 526-1367

DSN 569-2367

13-1. PURPOSE. Provide RC units with information regarding the medical aspects of mobilization and deployment.

13-2. OBJECTIVES. MEDDAC at Camp Atterbury has two primary objectives (in order of precedence):

a. Complete medical actions required to qualify individual soldiers and units for deployment.

b. Provide needed medical support to the active duty population, **not including dependents**, assigned to Camp Atterbury.

13-3. MEDICAL CARE.

a. Inpatient (Hospitalization): Will be coordinated with off-post medical treatment facilities/hospitals through TMC Building 2.

b. Emergencies: Camp Atterbury TMC Building 2.

c. Medical Sick Call: Specific location and times will be provided to the Advance Party at the MUIC.

d. Preventive Medicine Services. Coordinate need for Public Health Department like functions for environmental protection, industrial hygiene as well as food and water sanitation specialists through the DPW Environmental in Building 225.

e. Emergency Care Enroute. In emergencies, when civilian medical care is obtained without prior MEDDAC approval, the patient's immediate commander will advise the Camp Atterbury MEDDAC (805) 238-8243 or -8244 without delay that such care is being or has been obtained, so the MEDDAC can assume administrative responsibility.

13-4. UNIT REQUIREMENTS (ADVANCE PARTY).

a. General. Indicate on a roster or updated PTSR those personnel requiring the following:

(1) Physicals - all personnel are presumed physically fit for deployment. Those personnel known or suspected to be physically unfit for deployment will receive physical evaluations. All personnel will have a current physical examination, IAW AR 40-501.

(2) Optometry support - glasses, protective mask inserts, etc. All personnel requiring glasses must have a copy of their latest civilian prescription in their medical records. Only personnel with visual obscurity of 20/70 or worse are required to have protective mask inserts. All personnel should have mask inserts, and two pair of all-purpose glasses as required before reporting to the mobilization station.

(3) Immunizations and type - all personnel must have their immunization (shot) record with them when arriving at the mobilization station.

(4) HIV screening as completed on all personnel at least every five years.

b. Personnel. Units having organic medical personnel authorized must provide the MEDDAC at the MUIC a listing of shortages and overages. AMEDD units must provide a copy of their unit manning report (UMR) or the equivalent along with a copy of section II of their MTOE to expedite cross-leveling action.

c. Logistics CL VIII (Medical).

(1) FORSCOM Reg 500-3-3, RCUCH identifies various required premobilization actions. All due-outs should be canceled at the unit's peacetime source of supply and reordered along with all advance copies of requests at Camp Atterbury. The U.S. Army Medical Material Agency (USAMAA), in conjunction with the Defense Personnel Support Center (DPSC), can automatically generate requests for all expendables necessary when a Medical Equipment Set (MES) is ordered during mobilization. As long as this is not an item under a fielding plan, a single request for an entire hospital can be made, if the entire hospital is needed (all expendables will automatically be ordered). In those cases where a unit has a portion of the needed medical equipment on hand, the remainder must be ordered using the National Stock Number (NSN) for the MES required (all expendables for the ordered MES will automatically be included). Expendables and other component shortages for all MES currently on hand must be ordered through the Installation Medical Supply Account (IMSA). Units that are Pre-positioned Materiel Configured to Unit Sets (POMCUS) will automatically have an expandable package for their preposition MES "pushed" to the preposition location by USAMMA/DPSC; POMCUS shortfalls, on hand or still required, will be considered IAW the above procedures. Certain time sensitive information blocks on the DA Form 2765-1 are to be left blank, i.e., document number, routing identifier, cost detail code, price, project code, and priority. These blocks will be completed upon receipt of the mobilization order. Two copies of DA Form 1687 will be required by the IMSA.

(2) Procedures for requesting authorized medical supplies are contained in AR 40-601 and AR 725-50. RC unit logistical staff officers must be familiar with both AR's. Additional information can be found in CTA 8-100 and FORSCOM REG 700-2.

13-5 INDIVIDUAL REQUIREMENTS. RC Unit Commanders will ensure that all unit personnel have:

- a. Medical warning tags and emergency medical identification symbols on their medical records, when applicable; see AR 40-15 for specific guidance.
- b. Current physical examinations IAW 40-501, within 5 years for those under 60 years and within 1 year for those beyond age 60.
- c. Current authorized immunizations for predetermined geographical areas, documented in the health record and on PHS Form 731 (International Record of Immunization).
- d. When appropriate, protective mask spectacle inserts IAW AR 40-63. Personnel requiring prescription eyewear are required to have a copy of the most recent prescription in the Health (Medical) Record.
- e. Documentation required at Camp Atterbury regarding health related matters will include Health (Medical) Record with current physical examination results and PHS Form 731. **Medical Records will be transported to Camp Atterbury separately from the individual.** This is to ensure record availability in identification of remains, in the event of accident enroute.

CHAPTER 14

LEGAL SUPPORT

POC: Staff Judge Advocate, Building 1, Camp Atterbury

TEL: CML (812) 526-1117

DSN 569-2117

FAX: CML (812) 526-1445

DSN 569-2445

14-1. LEGAL SUPPORT. The office of the Staff Judge Advocate (SJA), Camp Atterbury, will provide legal support for mobilizing RC units upon arrival at Camp Atterbury. This support will include the areas of Criminal Law, Claims, Legal Assistance, and Administrative Law. Judge Advocate General (JAG) Officers assigned to RC units may be used to supplement the SJA, Camp Atterbury, in supporting their unit(s), provided such supplementation does not detract from training or other mission-essential operations. All RC units are expected to resolve personal legal problems and needs, to the maximum extent possible prior to mobilization. Legal support is to be requested through the Camp Atterbury SJA, Building 1.

14-2. CLAIMS OFFICE.

a. The SJA is the Area Claims Authority (ACA) responsible for claims matters arising during mobilization within the designated area of responsibility. The Claims Office will receipt, process, and adjudicate all claims for all RC units and members within Camp Atterbury's area of responsibility.

b. Each RC unit commander will appoint a convoy claims officer who understands claims officer duties as described in AR 27-20. Upon notice of mobilization, this officer will immediately establish coordination with the Camp Atterbury SJA.

c. The convoy claims officer will investigate any accidents occurring during movement by completing DA Form 1208 (Report of Claims Officer). This report and any additional investigation should be completed at the scene of the incident. If a DA Form 1208 isn't available, the following information, as a minimum, will be gathered:

(1) The military organization, headquarters, and home station of the claims officer.

(2) Date, hour, and place of incident.

(3) Names of parties involved including addresses, telephone numbers, and status (drivers, passengers, property owners, pedestrians, etc.).

(4) Description of government and civilian property involved including, make, type, model, license numbers, insurance company, previous condition of property, present location, and whether moving or stationary.

(5) Complete description of damage to property.

(6) Names of personnel injured, nature and extent of injuries, names of ambulance service, and hospital where injured personnel were transported.

(7) Whether government personnel involved appeared to have been acting within the scope of their employment at the time of the incident.

(8) Names, addresses, and telephone numbers of all witnesses.

(9) Describe in detail the circumstances of the incident. Attach diagrams when necessary.

(10) Signature and date of the convoy claims officer.

d. The investigation should include photographs relative to the incident. Witness statements and police reports should be obtained. The claims report should identify, if any, civilian law enforcement participation. The completed report should be forwarded to the Office of the Staff Judge Advocate, ATTN: CA-JAG, Building 1, Camp Atterbury, IN 46124-1096.

e. Government personnel will not concede either their liability or the liability of the government to civilian authorities or others. Photographs of the scene should be obtained if at all possible. Government personnel will not sign releases of liability on their behalf or the government's. Government personnel may sign any statement or document required by civilian law enforcement agencies.

14-3 MILITARY JUSTICE COORDINATION. All mobilizing unit commanders exercising court-martial jurisdiction will contact the SJA Criminal Law Division upon arrival at Camp Atterbury for the purpose of coordinating the attachment of all RC units for military justice purposes. RC units that do not have assigned SJA assets must request criminal justice assistance through the Camp Atterbury SJA office.

14-4. LEGAL ASSISTANCE. All Reserve Component soldiers should complete wills and powers of attorney in their local areas. Upon mobilization, legal counseling will be provided by the legal assistance division of the Camp Atterbury Staff Judge Advocate (SJA).

14-5. ADMINISTRATIVE LAW. All RC unit commanders should contact the SJA Administrative Law Division to resolve administrative law problems.

14-6. TRIAL DEFENSE SERVICE. The Camp Atterbury SJA Trial Defense service provides Article 15 counseling and legal representatives for soldiers facing trial by courts martial.

CHAPTER 15

FINANCE AND ACCOUNTING

POC: Directorate of Resource Management, Building 1, Camp Atterbury

TEL: CML (812) 526-1161

DSN 569-2161

FAX: CML (812) 526-1445

DSN 569-2445

15-1. FINANCE/RESOURCE MANAGEMENT. The Camp Atterbury Defense Military Pay Office will provide military pay guidance and support, travel voucher processing/payments, and Class A Agent funding and guidance, to include procedures for making payments for purchases made by the mobilized unit's ordering officer.

15-2. PRIOR PREPARATION AT HOME STATION. The RC soldier's military pay records on Joint Uniform Military Pay System (JUMPS)-RC/JSS-RC and finance mobilization packet should be updated periodically to ensure necessary forms are present and appropriately prepared. The following items must be taken care of at Home Station (HS) because they cannot be efficiently accomplished at Camp Atterbury.

a. **SURE-PAY.** All mobilized soldiers are required to be paid via SURE-PAY (direct deposit to a financial institution) while mobilized. If the soldier is not currently being paid via SURE-PAY for their reserve drill periods or if the soldier wants to be paid twice a month, the following forms have to be in the finance mobilization packet:

(1) DA Form 3685-R (JUMPS-JSS Pay Elections).

(2) Standard Form 1199A (Authorization for Direct Deposit)

b. If a soldier is on SURE-PAY for RC pay, the SF 1199A does not have to be submitted. The information from the RC pay account will transfer to the Active Army (AA) pay account.

(1) The SF 1199A must be completed by the financial institution the soldier has designated to receive his/her pay. The soldier can establish either a checking or savings account. For most soldiers, a checking account is preferred. The account should be a joint account naming either a spouse or other designated agent facilitating easy access to needed funds. It is very important that soldiers make the necessary preparations for SURE-PAY while at Home Station. Deployment schedules and other circumstances may preclude finalizing SURE-PAY options at the MS.

(2) Any soldier not having a SURE-PAY account established prior to deployment will have their pay placed into accrual. No one will have access to the accrued funds and the soldier will be paid only by casual payments.

c. ALLOTMENTS. DD Form 2558 (Authorization to start, stop, or change an allotment for active duty or retired personnel), should be completed not later than the time the soldier In-processes at Camp Atterbury. If the funds will be deposited into a financial institution, it should be completed prior to departure from HS to ensure the account numbers are correct. This is another way to ensure a spouse or designated agent receive funds. If the form is prepared prior to mobilization, the effective date can be annotated "effective upon mobilization."

d. VERIFYING DOCUMENTS. Soldiers need to have the following documents, as applicable, in their finance mobilization packet. Where needed, they should be certified by the unit commander.

(1) DA Form 5960 (Authorization to Start or Stop Basic Allowance for Quarters (BAQ) Credit).

(2) Certified Marriage Certificate.

(3) Certified Birth Certificates of Dependents.

(4) Certified Divorce Decree.

(5) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(6) Rental Agreements/Mortgage Coupons (needed for Variable Housing Allowance (VHA)).

(7) DA Form 5545 (VHA) Certificate.

(8) Latest RC Leave and Earnings Statement (LES).

(9) IRS Form W-4, Employee's Withholding Allowance Certificate.

(10) DD Form 2058 (State of Legal Residence)

(11) Documentation supporting any Specialty Pay (Foreign Language Pay, Medical/Dental Pay etc.).

(12) Soldiers must also carry their Military ID Card at all times.

15-3. PAY ACCOUNT CONVERSION PROCEDURES.

a. Pay accounts of Troop Program Unit (TPU) soldiers will be converted from JUMPS-RC/JSS-RC to JUMPS-AA/JSS-AA when the period of mobilization will be greater than 30 days.

b. U.S. Army Reserve (USAR) and Army National Guard (ARNG) units are responsible for ensuring their individual unit members are converted from the RC to the AA payroll. Upon receipt of mobilization orders, a unit representative will notify their RC input station/USPFO, via telephone or FAX, of the following information:

(1) Unit Designation.

(2) Unit Identification Code (UIC).

(3) Name of person calling.

(4) Mobilization Order Number, Issuing Authority, Date.

(5) Effective Date of Mobilization.

(6) Name and address of MS (Camp Atterbury, Disbursing Station Symbol Number (DSSN) TBD.

(7) Unit payroll number.

(8) List of soldiers who did not mobilize with the unit.

c. Each unit must work closely with the RC input station and USPFO to identify the soldiers exempt from the mobilization. These soldiers must be transferred to another payroll, to a control group, or be separated prior to the RC pay account being "rolled" to the AA. The unit must bring a copy of the scrubbed unit payroll with them to Camp Atterbury. This will help to ensure all mobilized soldiers are paid.

d. The RC input station and USPFO must pass the above mobilization information to Camp Atterbury, to include the number of accounts being rolled from RC to AA. The RC Input Station/USPFO will contact the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IC) when each UIC is ready to roll to AA. DFAS-IC will perform the actual roll-over.

e. If only an individual, not the entire unit, is mobilized, the unit must submit a Separation 8 card through normal RC pay document channels to take the soldier off the RC pay system. The individual, together his/her finance mobilization packet, will be In-processed at Camp Atterbury and the Defense Military Pay Office will establish their individual AA pay account.

15-4. CLASS A AGENTS.

(a) The Class A Agent can serve one of two purposes: a) provide funding support to the unit's ordering officer during movement from HS to Camp Atterbury, or b) pick up checks for unit personnel. The latter duties will contribute to the effort to prevent long lines and are only for use during mobilization. Class A Agents must be an E-7 or above. Both types of Class A Agents will be pre-designated and on orders prior to mobilization.

(b) The unit commander will appoint the Class A Agents on Class A Orders and the unit's Ordering Officer on Mobilization Purchasing Authority Appointment Orders. The Class A Agent and the Ordering Officer CANNOT be the same person. Both the Class A Agent and the Ordering Officer will complete a DD Form 577 (Signature Card).

c. For the Class A Agents providing funding support to the unit's Ordering Officer, the unit commander will provide the Defense Military Pay Office with the specific number of Class A Agents required, their orders and signature cards, their funding requirements, a copy of the Ordering Officer's orders and signature card, and the approximate date the funds are needed. When the Defense Military Pay Office has these documents, the necessary funds will be provided.

d. The Defense Military Pay Office will, upon receipt of documents discussed in 15-4c, provide the Agent with:

- (1) Class A Agent instructions.
- (2) FM 14-7, appendix E.
- (3) DD Form 1081 (Statement of Agent Officer's Account).

e. Acquiring Class A Agent funds:

(1) Acquiring funds in person is the preferred method. The Class A Agent will go to the Defense Military Pay Office disbursing branch, Camp Atterbury, with military ID card and the items listed in 11-4c above. If the Agent is picking up cash, he or she must be armed or protected by an escort from the unit. In most cases, though, the Agent will be issued U.S. Treasury Checks, made payable to the Agent, that will be cashed on an as needed basis. The Defense Military Pay Office disbursing officer will ensure the Agent has been provided and understands the material referenced above.

(2) In cases where there isn't enough time to send the Agent to Camp Atterbury to pick up funds, the funds can be express mailed to the Agent. The documents in 16-4c and a signed copy of the DD Form 1081 showing the amount of funds to be issued, will be faxed to the Defense Military Pay Office. Once this information has been verified, the U.S. Treasury Checks will be express mailed to the Agent.

f. Class A Agents will not disburse any funds except where an Ordering Officer has prepared a SF 44 (Purchase Order Invoice Voucher), to substantiate the expenditure of government funds. This is explained in the Class A Agent instructions and will be clearly understood by the agent prior to funds being issued.

g. All Class A Agents will turn in their remaining funds, checks, and completed SF 44s to the Defense Military Pay Office within 24 hours of arrival at Camp Atterbury. To close out the account, the Disbursing Officer will complete the SF 1081 and then both the Disbursing Officer and the Class A Agent will sign the SF 1081.

CHAPTER 16

INFORMATION MANAGEMENT

POC: Automation Management Officer, Building 509, Camp Atterbury

TEL: CML (812) 526-1338

DSN 569-2338

FAX: CML (812) 526-1306

DSN 569-2306

16-1. GENERAL. Information management includes installation communication facilities such as the Telecommunications Center (TCC), telephone system, secure voice system, and automated data processing (ADP) support. Additionally, the Directorate of Information Management (DOIM) is responsible for both the postal operation and installation distribution system.

a. Initial essential support to the mobilizing units will be provided from existing base resources.

b. Mobilizing unit's current Signal Operating Instructions (SOI) will remain in effect until the mobilizing unit arrives at Camp Atterbury.

c. Telecommunications Resources. The DOIM will provide the following telecommunications resources:

d. Non-secure voice (telephone). The Dial Central Office (DCO) is located in Building 1.

(1) Services are limited. Contact DOIM operations for an appointment regarding services.

(2) A minimum clearance of SECRET is required. A memorandum signed by the S-2 or security officer is required in order to gain access to the secure telephone facility. The memorandum must specify full name, social security number, security clearance, and active date of security clearance.

e. Record Communications.

(1) Messages are picked up and delivered as outlined later in this document.

(2) General FAX service equipment is available throughout the installation.

f. Installation High Frequency (HF) Radio is available for emergency use only. No active net exists.

g. Commander of mobilizing unit will appoint a Telephone Control Officer (TCO) to be responsible for approval of the use of DSN and commercial lines.

(1) Prepare a DD Form 577 (Signature Card) to appoint the individual.

(2) In the block titled: TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED, type the following: Telephone Control Officer. The telephone numbers under his/her control will be listed on the reverse side of the card.

(3) Deliver the signature card to Station 8 at the MUIC, Building 601.

(4) Prepare requests for telephone service by completing DA Form 3938, Local Service Request (LSR).

(5) Telephone Control Officer (TCO) should sign the form as the validating official.

(6) Requests will be filled, if possible, based upon availability, unit mission, and length of stay at Camp Atterbury.

16-2. TELEPHONE SERVICE. As a rule, mobilized units will utilize the service as it exists in the buildings assigned to the unit.

a. Installation telephone directory.

b. Copies of the annual installation telephone directory will be provided during MUIC in-processing. It is also available on RCAS. Although listings may become outdated for a variety of reasons, the directory contains general dialing and telephone usage instructions applicable to all users.

c. Upon arrival, units will provide a current unit roster and telephone listing to the Military Personnel Division, Directorate of Human Resources.

16-3. POSTAL/DISTRIBUTION SERVICES. The Camp Atterbury Official Mail Center (OMC), located in building 332 is responsible for training/validation of mobilized unit mail clerks, postal officers, and mail orderlies. The unit postal officer will contact the OMC to arrange for required training and/or validation.

16-4. RADIO FREQUENCY INFORMATION. All units requiring radio frequency support will contact DPTM scheduling at extension 1138.

16-5. ALL OTHER ADP REQUIREMENTS. For all other types of telecommunication service call the DOIM.

16-6. COMPUTER SERVICES. The Directorate of Information Management (DOIM) will provide the following computer services:

- a. Reserve Component Automation System (RCAS). Mobilizing units must leave hardware at HOME STATION (HS) and not bring it to Camp Atterbury.
- b. Department Army Readiness Mobilization Systems (DARMS).
- c. Army Standard Information Management System (ASIMS).
- d. Camp Atterbury cannot give ADPE support to mobilizing Reserve units.

16-7. MESSAGE CENTER OPERATIONS.

- a. Information Services Command (ISC) will have the responsibility to establish and staff a Message Center Operations at the Emergency Operations Center (EOC) located in Building 610.
- b. Mobilizing units will establish controls over originating messages to assure release and delivery by authorized personnel.
- c. Commander will complete two DD Form 577 (Signature Card) for each individual authorized to receive/deliver messages from/to the Message Center.
- d. Refer to Appendix 21 to Annex J (Mobilization Station Required Forms) for instructions to complete form.
- e. In the block titled: TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED, type the following: Pick-up and Deliver (highest security classification) Messages.
- f. Deliver the signature cards to the Communications/COMSEC station 8 at the MUIC, Building 6701.

16-8. FREQUENCY MANAGEMENT.

- a. Your RF (Radio Frequency) reservation checklist, which includes your spectrum dependent equipment list, will be on file with the IMO (Information Management Office) staff at the MUIC.
- b. Frequencies (FM VHF) may have to be rationed. If so, frequency assignments will be pulled and assigned from the DOIM database or card file as your unit is in-processing at the MUIC.

16-9. COMMUNICATIONS SECURITY (COMSEC). The Information Services Command (ISC) will do the following:

a. Develop and maintain a COMSEC SOP for local COMSEC custodian accounting and safeguarding procedures for USAG-Camp Atterbury and non-divisional mobilizing units.

b. Identify storage capabilities and location of COMSEC equipment.

16-20. POSTAL/MAIL SERVICES. Mobilizing units will complete and provide the following documents:

a. DD Form 285, Appointment of Military Postal Personnel.

b. DD Form 577, Signature Card.

(1) Postal Officer

(2) Mail Clerk

(3) Alternate Mail Clerk

c. Guidelines and procedures regarding postal and mail services will be provided at the MUIC.

16-21. FORMS/REPRODUCTION SERVICES. Information and procedures regarding forms and reproduction services will be provided at MUIC.

16-22. PRINTING, PUBLICATION AND VISUAL SERVICES. Printing and Publication services are located in Building 332. Reproduction and Visual Services Information and procedures regarding printing and publication services will be provided at MUIC. Visual Information (VI) support is available at the TASC.

CHAPTER 17

PROVOST MARSHAL AND SAFETY

POC: Provost Marshal Building 609, Camp Atterbury

TEL: CML (812) 526-1429

DSN 569-2429

FAX: CML (812) 526-1367

DSN 569-2367

17-1. PRIVATELY OWNED VEHICLES (POV'S).

a. POVs will NOT be utilized as transport for incoming units and personnel from Home Station (HS) to Camp Atterbury.

b. Any POVs left at Camp Atterbury by deployed soldiers will be impounded and disposed of in accordance with current regulations and directives.

17-2. PRIVATELY OWNED WEAPONS. Privately owned weapons will NOT be brought to Camp Atterbury. Unauthorized privately owned weapons found will be disposed of in accordance with current regulations and directives.

17-3. PHYSICAL SECURITY. Security measures will be taken to protect military property at installations, or in transit, from espionage, sabotage, damage or theft during mobilization.

a. Commanders of units reporting to Camp Atterbury will ensure that:

(1) All arms, ammunition and explosives (AA&E) are accounted for at all times. Weapons and ammunition stored in arms rooms will meet the requirements established by AR 190-11 to include constant surveillance, electronic or human.

(2) Advance party personnel will coordinate arms storage needs at station #2, while processing through the MUIC. Because of Camp Atterbury's limited certified arms storage capabilities, all units should be prepared to provide dedicated guards specifically for weapons security. Weapons racks must be brought to Camp Atterbury.

(3) Motor Park facilities may or may not be available depending on which Camp Atterbury units are early deployers. For deliberate planning purposes units should be prepared to provide full time guards at their motor pools.

b. Unit S-2 officers should establish liaison with the Security Division, to coordinate all security related issues.

17-4. CIVIL/MILITARY POLICE LIAISON. Camp Atterbury Military Police provide all coordinating support with local, state, and federal law enforcement agencies.

17-5. SAFETY. The Camp Atterbury Safety Office will schedule classes for unit safety personnel, as required. The Safety Office is in building TBD.

CHAPTER 18

ENVIRONMENTAL COMPLIANCE

POC: , Chief Environmentalist, Directorate of Public Works, Building 225

TEL: CML (812) 526-1249

DSN 569-2249

FAX: CML (812) 526-1248

DSN 569-2248

18-1. ENVIRONMENTAL COMPLIANCE. Compliance with state, federal and installation laws governing environmental concerns will be required. The fact that a unit is training for combat will be no excuse for noncompliance with established laws and regulations. The following information is provided for units to better plan for their mobilization.

a. As a result of the Federal Facilities Compliance Act of 1992, Federal Facilities no longer are immune from fines and prosecution under a number of environmental laws. Although compliance has been required since the inception of these laws, stiff fines and penalties may now be imposed for non-compliance. It is U.S. Army policy that units or organizations that incur fines pay them from unit operating funds. Additionally, costs to the installation to negotiate or administer resolution to Notices of Violation or other enforcement actions will be charged to the unit incurring the violation.

b. Installation policy in several compliance areas is summarized below. These summaries include requirements from multiple regulations but are simplified for ease of understanding. The reference for the full document is also provided.

18-2. DEFINITIONS.

a. **HAZARDOUS WASTE:** Wastes which meet the hazardous definitions and must be disposed of according to the hazardous waste provisions of the Resource Conservation and Recovery Act (RCRA), 40 CFR 261-265.

b. **REGULATED WASTE:** California statutes define used oil, used antifreeze and several other used products as regulated. Disposal must be accomplished through qualified recyclers or reusers. These may not be dumped onto the ground, used for dust suppression or disposed of in dumpsters on Camp Atterbury.

c. **APPROVED SOAKAGE PIT:** A pit or hole located at least 100 yards from the nearest drainage feature (including dry drainage) for which a Camp Atterbury Digging permit has been approved and is still valid. Pits must have approximately one inch of soil cover thrown into the pit at the end of each day's use to minimize attraction of wildlife.

18-3. DIGGING COORDINATION.

- a. All machine-dug excavations, and hand-dug excavations larger than individual fighting positions must be coordinated through Operations/Training and Environmental Branch prior to commencement of the exercise. A survey for environmental concerns must be completed for any machine excavation, grading, or stockpiling of dirt or other materials.
- b. All digging or other ground disturbance must be restored to original or near original condition. When filling holes, do not compact, instead mound over slightly above the surrounding grade.
- c. All wire and other CL IV material placed must be retrieved. Use of communications wire will be in accordance with DPW guidance.
- d. Coordination with Range Control must be made for the following:
 - (1) Inspection of training site prior to occupation.
 - (2) Exact location of any and all environmental approved digging.

18-4. HAZARDOUS WASTE MANAGEMENT.

- a. It is a criminal act to move hazardous waste onto or off the installation. It is also a criminal act to move hazardous waste on any public highway, even to just cross that highway. These offenses may incur fines over \$100,000 per offense and may include imprisonment. Waste generated outside the contiguous installation at operational or bivouac sites must be picked up through special arrangements with the Defense Reutilization and Marketing Organization for non-ARNG units.
- b. Hazardous Waste generated on the installation must be properly labeled, accumulated and turned in to building 630 CSMS (X1459), building 627 OMS ((X1160) and UTES building 633 (X1165). Personnel managing hazardous waste accumulation must be properly trained according to both Camp Atterbury' Regulations and OSHA requirements. .

18-5. USED POL PRODUCTS.

- a. Vehicle refueling and maintenance in the training areas is highly restricted. Operator level maintenance is allowed upon approval by Range Control. Oil changes and other maintenance activities which have potential for fluid spills may only be conducted in emergency situations after notification of Range Control. Used oil and antifreeze must be collected and properly stored until turned in or collected by a qualified recycler. Disposal in dumpsters or by spilling or pouring onto the ground is illegal in Indiana and punishable with fines up to \$10,000 per day per occurrence and imprisonment. Proper storage and management is also addressed in the Hazardous Waste Management Plan.

b. If used fuel, oil or antifreeze is spilled on the ground, it must be contained. Not all spills will need to be dug up. Coordination with the Environmental Office will have to be made to determine if the contaminated soil has to be removed. For major spills notify Range Control. Additional information is available in the Installation Spill Contingency Plan and should be reviewed prior to field operations. Failure to do so will result in clean up by the installation maintenance contractor being charged to the unit.

c. All areas where vehicle maintenance is being conducted, including emergency field work, must have a POL spill kit on hand for use in case of spill.

d. Vehicles with leaks which leave a spot larger than 1 inch in diameter over night must carry and use a drip pan. Whenever the vehicle is parked the pan must be placed under the leak. Use of absorbent in the pans is discouraged. A rock may be used to weigh the can to prevent blow-over. The rock should be wiped clean before replacement on the ground.

18-6. SOLID WASTE. ALL trash from the field exercises and support activities will be disposed in approved containers located throughout the cantonment areas. Keep doors and lids of dumpsters closed when not in use to exclude animals. NO AMMUNITION, HAZARDOUS WASTES, TIRES, OR APPLIANCES will be disposed of in dumpsters or the landfill. All surplus/unserviceable ammunition will be returned to the ASP.

18-7. HYGIENE AND WATER PROTECTION PROVISIONS. Camp Atterbury derives all drinking water from groundwater. To protect the public health and the local groundwater, the restrictions below are enforced:

a. Limited numbers of portable latrines are available for use in the field. The POC is the DOL Supply Division. Most have been strategically placed for greater use. For field sanitation practice, field latrines may be built, provided that required digging approval and digging clearances are in order. Field latrines must be constructed IAW FM 21-10, use dry lime or pine oil cleaner for disinfecting and odor control. Holes must be closed out per FM 21-10 and refilled and properly compacted to prevent erosion or later injury.

b. Personal Hygiene stations for shaving, hand washing and tooth brushing may be established and the gray water disposed of in an approved soakage pit.

c. Arrangements for on-post showers facilities should be made with the Housing Office. For field sanitation practice, field showers may be built, provided that any required permits and digging clearances are in order. In preparation for small unit deployments, construction of small unit shower points, such as those using 55 gallon drums, is encouraged. Holes must be refilled and properly compacted to prevent erosion or later injury.

18-8. TRAINING AREAS, WILDLIFE, AND HABITAT. Training areas are home to many species of wildlife, several of which are protected by law. The basic rule is "look but don't touch".

a. **MIGRATORY BIRDS.** Nesting adult birds, eggs and baby birds are protected by law. Nests, parents and young may not be disturbed. If birds are a problem in your area, contact Range Control or Wildlife Management. Violation of this protection may result in fines of \$50,000 or more.

b. **THREATENED, ENDANGERED AND PROTECTED SPECIES.** Range control will notify you of protected areas, in which vehicle maneuver and use of pyrotechnics are prohibited. These areas provide protection or food for endangered species. Violation of these protections is against installation regulation and may constitute a violation of the Endangered Species Act. All hawks, eagles, owls and falcons have federal protection as well as other threatened and endangered species.

c. **BIG GAME.** Deer live on post and may occasionally wander into the cantonment or a bivouac area. Deer hunting is prohibited unless all requirements of the Indiana Fish and Game Department, and Camp Atterbury have been met. Food must be securely stored. Food in personal tents is discouraged. Individual physical training, such as running, is discouraged in the range and training areas during the hours of darkness.

d. **OTHER WILDLIFE.** Other species live on post. Skunk, rabbit, Fox, etc., are present throughout the installation including the cantonment. DO NOT feed these animals. It encourages behavior that threatens the lives of both humans and the animals. Many of these animals have the potential to spread rabies and other diseases. Dependence on humans for food can endanger the animals' health. Additionally, feeding may encourage behaviors which humans see as threatening, and which may lead to humans being bitten, and animals destroyed. Even inadvertent feeding, such as through improperly stored garbage, is prohibited.

e. **RIPARIAN HABITAT AND FOREST PROTECTION.** Oak forests at Camp Atterbury are a valuable and delicate resource, and are currently in decline due to adverse conditions. Be aware of trees in your training areas, and avoid damaging or destroying them. Avoid digging within the "drip line" (widest spread of branches). DO NOT cut live trees or limbs for camouflage or roadblock purposes! Units may be held accountable for trees intentionally damaged or destroyed in their training areas. Along the banks of drainage features, including dry washes as well as streams, tall vegetation, oak trees grow. The near surface presence of water produces this and other vegetation which attracts many species of birds and animals. These sensitive habitats occur throughout Camp Atterbury. They are closed to most activities. In addition to providing nesting areas for migrating birds, these areas create corridors for movement of many types of wildlife. Do not disturb vegetation, damage trees or leave trash or cigarette butts in these areas.

f. **RANGE FIRES.** Use of pyrotechnics, tracer rounds or other simulators and incendiary devices must be approved by Range Control. Operation of vehicles or parking vehicles off established roads or tank trails is prohibited except to access bivouac sites. Open fires are prohibited in all training areas. In the event of a fire, contact Range Control.

18-9. SURVEY STAKES/SITE MARKERS. Survey stakes and site markers have been placed at many locations in field training areas. These markers are vital for environmental review, coordination, site protection, and construction purposes. DO NOT remove or obscure placed markers. Consequences of lost markers can be serious.

18-10. ROADBLOCKS. Roadblocks should only be used for specific traffic control or tactical purposes, and must be both effective and easily removed if necessary for emergency purposes. Roadblocks must be completely removed from the roadway at the conclusion of an exercise. Roadblocks may be constructed from concertina wire, metal posts, or dead and down logs only. Units may be held accountable for environmental damage resulting from bypassed roadblocks.

18-11. NEW ACTIVITIES AND CONSTRUCTION. The installation Master Planning process requires approval to changes in site conditions, including minor or temporary changes. Part of that process, and as required for all army actions under AR 200-2, an analysis of the potential environmental impact must be conducted. The proponent for the action, that is the group or individual who wants the action to happen, is responsible for having the analysis done in accordance with the requirements of AR 200-2. The level of analytical effort and adequacy of the analysis is determined by the Staff Judge Advocate and the Environmental Branch. The analysis must be complete before the project begins. The law governing this requirement is the National Environmental Policy Act of 1969, 40 CFR 1500-1508

CHAPTER 19

CHAPLAIN

POC: Chaplain, Building 327, Directorate of Personnel and Community Activities

TEL: CML (812) 526-1151

DSN 569-2151

FAX: CML (812) 526-1306

DSN 569-2306

19-1. GENERAL. The Installation Ministry Team (IMT) will provide, assist and/or coordinate services to the mobilizing soldiers, units, chaplains and chaplain assistants to help prepare them for active duty and potential deployment.

19-2. ASSISTANCE TO MOBILIZING MINISTRY TEAMS. The IMT will:

- a. Validate mobilizing/deploying Unit Ministry Team (UMT) personnel in reference to their endorsement, military education and MOS qualification.
- b. Conduct training for mobilizing UMT personnel.
- c. Provide limited religious materials for immediate needs and assistance in securing additional needed ecclesiastical/liturgical supplies through proper channels.
- d. Cross-level to fill authorized chaplain and chaplain assistant positions in mobilizing and deploying units.

19-3. MINISTRY TO SOLDIERS AND UNITS. The IMT will provide and coordinate ongoing worship, religious education and related activities. All soldiers are encouraged to participate in as many events as mission accomplishment allows. They will also provide limited religious materials for immediate needs to mobilizing soldiers and units.

19-4. CHAPLAIN TOE. Chaplains serving mobilized units are advised to have all items of Table of Organization and Equipment (TOE) authorized equipment, consecrated (sacramental) ecclesiastical items authorized by CTA 50-909, and chaplain kits in their possession when reporting to Camp Atterbury. All incoming RC chaplain personnel are required to report to the installation chaplain at the post chapel located at Building 327 just down from the gym. This will enable the installation chaplain to provide an orientation, refresher training, and coordination of religious coverage both on post and down range. Needed ecclesiastical/liturgical supplies should be requested through the installation chaplain. Chaplain/chaplain assistant combat support training should also be coordinated through the installation chaplain.

CHAPTER 20

OPERATIONS SECURITY (OPSEC)

POC: Provost Marshal, Directorate of Plans, Training, Mobilization, and Security, Building 609

TEL: CML (812) 526-1429

DSN 569-2429

FAX: CML (812) 526-1367

DSN 569-2367

20-1. GENERAL. Upon mobilization, no information should be divulged to persons or organizations outside military channels. OPSEC guidance and requirements are identified in AR 530-1.

20-2. ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI). The following essential elements of friendly information (EEFI) must be protected. EEFI are not to be disclosed over non-secure communications nor discussed outside controlled areas. It is emphasized that this list is not all inclusive. EEFI will vary dependent on the situation.

- a. Classified information or information believed to be classified.
- b. Unit designations associated with dates of arrival.
- c. Unit readiness status.
- d. Information dealing with tonnage and cubic feet requirements of cargo, method of shipment, or port of embarkation may be discussed over the telephone as long as this information is not associated with unit designations.
- e. Personnel strengths, critical MOS shortages, and any problems involving personnel flow or cross-leveling.
- f. Logistics:
 - (1) POMCUS equipment problems, total numbers, and locations.
 - (2) Equipment cross-leveling problems.
 - (3) Ammunition supply shortages or problem areas.
 - (4) Supply requisition problems for deployed units, type of equipment, and total numbers.
 - (5) Unusually large logistical support requirements and total numbers.

- (6) Critical item shortages, type, and total numbers.
- (7) Nuclear weapons problems, type, number, and locations.
- (8) Location of sensitive items (nuclear, chemical, etc.).
- (9) Unique equipment necessary to accomplish the mission (cold weather gear, jungle equipment).
- (10) Blocking, bracing, packing, crating, and tie down (BBPCT) requirements which may reveal problems, type, and location.

g. Movements:

- (1) Arrival dates of incoming units.
- (2) Departure dates of deploying units.
- (3) Destinations-Specific areas will not be discussed. However, ports of embarkation may be discussed. Ports of debarkation are classified.

h. Intelligence:

- (1) Technical intelligence reports.
- (2) Counterintelligence (CI) estimates.
- (3) OPSEC problem areas.
- (4) Intelligence support to the combat mission.

i. Installation/Training:

- (1) Critical shortages which affect support to incoming units.
- (2) Installation vulnerability to sabotage or espionage.
- (3) Specific training that may reveal the mission or lack of capability to train in specific areas because of equipment shortages, lack of expertise, etc.

j. Operations:

- (1) Unique/critical missions peculiar to specific type units.
- (2) Nuclear capabilities and employment.

(3) NBC defense capabilities.

(4) Methods of operation and capabilities of organizations.

j. Other information to be published upon mobilization.

20-3. PRIORITY INTELLIGENCE REQUIREMENTS (PIR). Upon mobilization, commanders should issue to their subordinate elements the PIR listed below. Subordinate commanders should ensure that all unit personnel are familiar with the PIR. Information obtained in response to the PIR should be furnished to the Camp Atterbury OPSEC Officer as quickly as possible. As with EEFI, PIR may vary dependent on the situation.

a. What attempts will be made to sabotage U.S. equipment, installations, communications, lines of communications, and sea and aerial port facilities?

b. What friendly vulnerabilities will be exploited during mobilization?

c. What are the enemy capabilities for disrupting or interfering with communications during mobilization?

d. What means will enemy forces/agents employ to locate, identify, and detect movement of U.S. Forces upon mobilization?

e. What are the patterns and capabilities of enemy reconnaissance, intelligence collection, and counterintelligence activities?

f. What are the enemy capabilities to employ audio/ electronic surveillance devices?

g. What agencies are instrumental in activities designed to lead to actions or conditions detrimental to U.S. interests?

h. What are the vulnerabilities of key personnel who are conducting or supervising adverse actions against the U.S.?

i. Where are the centers of operations or communications of anti-U.S. personnel or activities?

20-4. REPORTING OF INCIDENTS/EVENTS. Refer to Chapter 5 for reporting instructions.

CHAPTER 21

TRAINING AND OPERATIONS

POC: Chief, Director of Plans, Training, Mobilization and Security, Building 609

TEL: CML (812) 526--1169/1138

DSN 569-2169/2138

FAX: CML (812) 526-1367

DSN 569-23676

21-1. PURPOSE. This chapter provides guidance and procedures for the execution of training at Camp Atterbury during mobilization.

21-2. POLICY.

a. Post Mobilization Training (PMT) will orient on WARTRACE mission, the unit Mission Essential Task List (METL), and will be conducted in accordance with appropriate ARTEPs, or MTPs, if no ARTEP is published.

b. All training will employ the 9 principles of training IAW FM 25-101, to the maximum extent possible.

c. The unit's CA-MAT representative will be the primary point of contact for all matters with respect to the unit's training and training support needs.

21-3. GENERAL. Prior to mobilization, each AA level UIC will maintain a postmobilization training plan which will identify training priorities based on METL, applicable ARTEP and WARTRACE mission requirements. The post mobilization training plan will be prepared and submitted annually as outlined in FORMDEPS REG 500-3-3 (RC Unit Commanders' Handbook).

21-4. MOBILIZED UNITS. Mobilized unit's will:

a. Provide the DPTMS Training Division with their respective training support requirements, assist in coordination of training facilities and send a representative to the daily scheduling meeting.

b. Identify training priorities based on WARTRACE mission requirements.

c. Refine training programs based upon the current training requirement level as soon possible after units arrival.

d. Evaluate, in conjunction with the CR-MAT representative, each training program to determine if training time required to reach deployable status will impact on scheduled deployment date and, if so, estimate time to attain deployable status.

e. Monitor status of available training equipment and report to CR-MAT any requirements that impact on meeting scheduled deployment dates.

f. Provide personnel and logistical resources to assist CR-MAT in administering training evaluation exercises (for deploying units).

g. Conduct specialized training as applicable to area of deployment.

h. Be responsible for supervision and conduct of all unit training.

i. Evaluate training to insure objectives are being accomplished.

j. Strive to achieve combat proficiency under reduced training time through the following:

(1) Train concurrently with processing.

(2) Mix individual training into collective training to maximum extent possible.

(3) Plan for types of training which are not equipment dependent during period between date unit equipment is deployed and date unit personnel deploy.

k. Coordinate with DPTM for use of training areas outside of Camp Atterbury.

21-5. TRAINING AMMUNITION REQUIREMENTS.

a. Training ammunition requirements will specify Department of Defense Identification Code (DODIC), quantity, day required and the training to be accomplished.

b. These requirements will be included on Unit Post Mobilization Training Support Requirement (PTSR) FORSCOM Form 319-R. DA Form 581, marked for "TRNG AMMO ONLY", will be submitted upon arrival of the advance party at Camp Atterbury.

c. Allocation of training ammunition will be limited to on hand AT/IDT stocks until the resupply system engages. Unit needs will be based on current training ammunition requirements for mission essential individual and crew served qualifications to meet pre-established deployment standards.

21-6. TRAINING AIDS.

a. Training aid requirements will be furnished to the Training Support Center (TSC) by the advance party as soon as possible after coordinating the training program.

b. The Advance Party representative should know the quantity desired and the day(s) and time(s) required.

c. Any known data/requirements should be submitted on the Unit Post Mobilization Training Support Requirements (PTSR) FORSCOM Form 319-R and coordinated during the triennial visit to Camp Atterbury. Requirements for training aids not included in the TSC Catalogs should be furnished to the TSC as soon as known.

21-7. POST MOBILIZATION SUPPORT REQUIREMENTS (PTSR). This section provides the unit with supplemental information required for the timely and accurate completion of their Postmobilization Training and Support Requirements on FORSCOM Form 319-R. Reference RC Unit Commander's Handbook, FORSCOM Reg 500-3-3.

a. To ensure the validity of unit PTSR reports, units will send all completed reports through their peacetime channels for consolidation, review, approval.

b. For its part, Camp Atterbury will provide feedback back through channels if possible, or during scheduled visits such as the Triennial Mobilization Coordination Conference..

c. Unit Commander's need to review their PST's content. Listed below are some hints that should make it easier to complete.

(1) General Information:

(a) Be sure to enter "NA" when you intend to leave a particular section blank.

(b) Double check math.

(2) SECTION A - General Information item 13 should be: Camp Atterbury, First Army, Indiana

(3) SECTION B - Training. Specific postmobilization training requirements are in the unit's METL.

21-8. TRAINING AREAS AND RANGE REQUIREMENTS.

a. General. Unit Advance Party will provide maneuver training area and range requirements on a updated FORSCOM Form 319-R (PTSR) to the DPTM station at the MUIC. Specific training requirements will include information as follows:

b. Maneuver training area requirements will be stated as well as the level and type of training to be conducted and the number of days the area is needed.

c. Range requirements will specify the type of range, weapon system, number of days required, and the number of persons to use the range.

d. When feasible, parent command will consolidate the requirements of their organic subordinate units.

e. All requirements for training resources will be stated in terms of days after the unit arrives at Camp Atterbury (e.g., maneuver area requirements for day 11 means the unit requires this area the eleventh day the unit has been present at Camp Atterbury).

f. Coordinating Instructions. Priority of ranges and training areas will be established in coordination with MAT, DPTM, and IAW with the unit's deployment date.

21-9. RANGES/SPECIAL COURSES/TRAINING AREAS. A list of existing ranges and training areas can be found in Camp Atterbury Regulation 350-3. Unit's are encouraged to call and obtain a copy of this regulation for their files if they don't have a copy.

21-10. AVIATION OPERATIONS. See Annex P of the Camp Atterbury Mobilization Plan (CAMP) (U) dated 14 March 2000.